

TOLEDO

City of Toledo

Est. 1893



Adopted Budget

2023-2024



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Toledo *at a glance*

MISSION STATEMENT

The Mission of Toledo City Government is to provide efficient and necessary public services that protect and enhance the quality of life in Toledo, now and in the future, as determined by our citizens, the law and available economic resources.

May 10, 1993



CITY INFORMATION

Toledo is a city incorporated in 1905 and located on the Yaquina River and along U.S. Route 20 in Lincoln County, in the U.S. state of Oregon. Toledo is located on the Oregon Central Coast. It is the western terminus of a Portland and Western Railroad line, once part of the Oregon Pacific Railroad, which linked the city to Albany in the Willamette Valley. The city is also served by the port authority (the Port of Toledo).

POPULATION FACTS

Population	3,611
Median Age (2017)*	36.9
High School Graduate or higher*	90.2

COST OF LIVING FACTS

Median Household Income*	\$43,088
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Total Housing units*	1,491
Average Household Size*	2.60
Average Family Size*	2.93

CLIMATE

Elevation*	59'
Average Summer High Temperature*	60°
Average Annual Rainfall*	78 inches

LAND USE

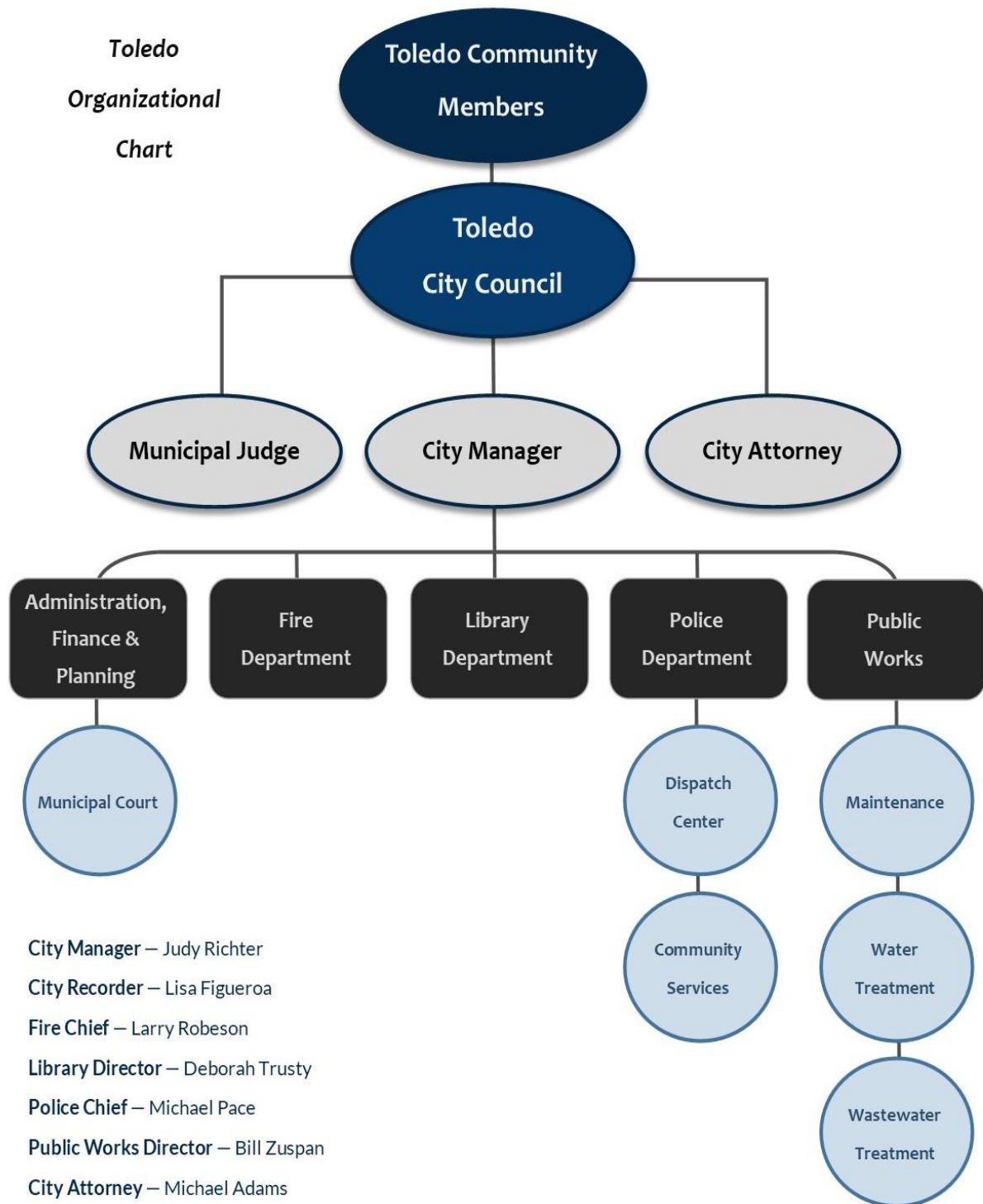
Total Area (Square Miles)*	2.41
Commercial/Industrial*	35.4%
Residential*	48.4%
Public Land*	9.7%
Other designated lands*	6.5%

*Sources: U.S. Census American FactFinder; Department of Land Conservation and Development; www.city-data.com; and City of Toledo



Toledo *at a glance*

Toledo
Organizational
Chart



CITY OF TOLEDO, OREGON
FISCAL YEAR 2023-2024
BUDGET

BUDGET COMMITTEE

Citizen Members

Michele Johnson
David Robinson
Anne Learned-Ellis
Barry Bruster
Jonathan Mix
Vacant
Vacant

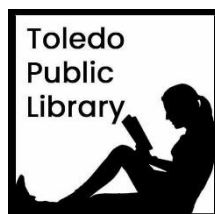
City Council Members

Mayor Rod Cross
Council President Betty Kamikawa
Jackie Kauffman
Tracy Mix
Kim Bush
Wady Carey
Vacant

CITY MANAGEMENT STAFF

City Manager
City Recorder
Library Director
Chief Of Police
Fire Chief
Public Works Director
City Attorney

Judy Richter
Lisa Figueroa
Deborah Trusty
Michael Pace
Larry Robeson
Bill Zuspan
Mike Adams



2023-2024 *Budget Message*

May 2, 2023

Members of the Budget Committee:

In accordance with local Budget Law and Governmental Accounting Standards, I submit the Proposed Annual Operating Budget for the City of Toledo for the 2023-2024 fiscal year.

This budget is truly a team effort. It has been a challenge with circumstances changing daily. As we did last year, we have estimated the revenues and expenditures very conservatively based on the best information available at the time. With the current situation of rising costs, it was difficult to estimate what the needs will be for the coming year.

Following is a brief overview of some of the document and format changes previously implemented:

- ❖ **Financial and Budgetary Policies and Guidelines** – This section outlines the policies by which the City’s decision-makers must abide when making financial decisions. Including this information assures the public that the City of Toledo has policies in place to ensure that we are using public monies in as prudent a manner as possible.
- ❖ **Comprehensive Budget Summary and Overview** – This section includes charts and tables describing the City’s revenue streams, expenditures, staffing levels and other important information – all collected in one section for the convenience of the reader.
- ❖ **Departments At A Glance** – The divider pages for the departments include accomplishments from the previous year as well as the goals for this next year.
- ❖ **Personnel Allocation by Department** – The Various Department funds now contain a detailed accounting of the personnel costs by category and position to further clarify personnel expenses.

BUDGET SUMMARY

The total budget for this fiscal year is \$26,107,391. This is an 8.6% decrease over last year’s budget which was high based on grants and one-time fees collected and spent last year. As required, the proposed budget as presented in this document is balanced, in that expected revenues and anticipated expenditures offset each other. All funds will require monitoring should projected revenues decline, or anticipated expenditures increase. Ongoing City operations in all departments are fully funded with anticipated revenues and reserves. Some significant changes to the 2023-2024 Proposed Budget are as follows:

Revenues

- ❖ The City’s property tax revenues have shown slight increases in the last few years and are estimated to produce a majority of the revenue for general fund resources and programs. The City’s permanent tax rate of \$5.18/1,000 of assessed value is used to determine this revenue stream. Property revenues are budgeted very conservatively due to the Urban Renewal Agency reducing some of the increase in tax revenues.

2023-2024 *Budget Message*

- ❖ Second to property tax revenue, franchise fees continue to provide a majority of revenue for General Fund programs and services. The Electricity Franchise revenues are estimated very conservatively as it is not known whether Central Lincoln will have a price increase this year. Franchise fees are split 60/40% between the General Fund and Streets Fund respectively. Garbage Franchise fees are budgeted based on current year estimated actuals and continue to provide strong revenues.
- ❖ Street Light Utility fee revenues are currently \$3.75 per month. Rates can be adjusted on July 1 of each year based on Council decisions. Several years ago, at the recommendation of the budget committee, \$5.00/month per account of the Street Light Utility fee revenue was redirected to the Sewer Fund. The City Council has voted to redirect the revenue back to the General Fund. The General Fund budget reflects this change.
- ❖ State shared revenues continue to see an overall slight increase due in part to the City's continued eligibility to receive a portion of the State shared Marijuana Tax Revenue.
- ❖ The revenues received from the Lincoln County Library District are estimated to be increased because the Library District has chosen a new model for revenue sharing which will be completely phased in over a three year period. While some libraries in the County will have a decrease in revenue, Toledo will have an increase. This is the second year of the phase in period.
- ❖ Revenue from the Toledo Rural Fire Protection District is projected conservatively because it is tied to property tax collections which could lag prior years.
- ❖ We are prepared to participate in the State of Oregon Fire Conflagration Act this year if there is a need. However, no budget has been provided so a supplemental budget would be needed if personnel and equipment is dispatched to a wildfire.
- ❖ Revenue from the sale of water to Seal Rock Water District is significantly decreased. We expect to continue as a backup resource to Seal Rock Water and South Beach/Newport through their tie in.
- ❖ Water and Wastewater revenue is projected to be close to last year based on a 3% expected rate increase.
- ❖ No transfers to/from the Stabilization fund are proposed in this year's budget.

Expenditures

- ❖ The Library is requesting to add .5 FTE to their staff for programming for Adults. Administration staffing is changing. We are currently recruiting for a Finance Director and have added budget to cover that position.
- ❖ Overall personnel expenditures are estimated to increase approximately 10-15% due to an increase in benefit coverage costs and anticipated wage increases required by collective bargaining agreements and/or other cost of living wage adjustments. PERS (Public Employees Retirement System) rates adjust every two years and have increased significantly.
- ❖ Materials and Services expenses are estimated to increase (with the exception of a couple of outliers) by significant amounts due to increases in utility costs, fuel and other routine operating expenses.

2023-2024 *Budget Message*

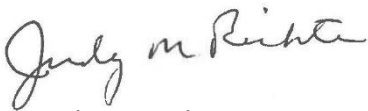
- ❖ Most of the Capital Expenditure projects from last year's budget were completed with heavy emphasis on I & I (Inflow and Infiltration) reduction in the Sewer System and general upkeep and maintenance of City buildings through paint inside and out.
- ❖ The abatement expense line is budgeted at \$75,000 to cover the cost of demolition and removal of a house.
- ❖ The Public Safety Building Remodel fund has been budgeted to track the expenditures for the beginning of the renovation of the new public safety building. The seismic grant application from last year was denied. Current budgeting will cover the removal and replacement of roofing and siding. Additional grant funding is being requested to complete the project. The outcome remains unknown at budget time. If successful, a supplemental budget will be required.

CITY COUNCIL GOALS AND GUIDING FINANCIAL POLICIES

The proposed budget reflects the anticipated regular work plan for this next year and as such is aligned with City Council's Adopted goals for 2023-2024. The City Council Goals and priorities in part, determine how the City spends its available additional resources beyond the funds necessary for the provision of continued primary and routine City services. This proposed 2023-2024 operating budget is intended to be responsive to the ongoing needs and desires of the community as well as reflecting the priority issues of the City as it moves forward with improved services and projects.

I would like to especially thank all City staff that had a role in developing this budget, and in particular the City Department heads for their assistance with our ongoing efforts towards making the City of Toledo such a great place to live, work, and play. I want to call out Cindy Oleman for her most valuable participation in all of the preparation and calculations. I would like to thank Lisa Figueroa for her assistance in pulling it all together!

Sincerely,



Judy M. Richter
City Manager

2023-2024 *City Council goals*

The following Goals were adopted by the Toledo City Council to guide the Council's work through the 2023-2024 fiscal year, and to give direction to staff on the prioritized projects they will undertake in these two fiscal years.

In pursuing these Goals, the Council and Staff will consider and pursue sustainable products, services, and programs, reflecting the three legs of sustainability: environmental, economic, and social.

GOALS

- Complete a strategic plan to help guide city investment of financial and staff resources
- Keep the community informed about council and city activities through outreach by diverse methods
- Encourage economic development by supporting business investment and working to secure grants for projects such as commercial rehabilitation
- Improve emergency preparedness
- Promote development of housing resources through programs such as rehabilitation loans, non-profit projects, and lower barriers for private development
- Continue to maintain and improve public infrastructure and facilities
- Make progress toward financing and completing the Toledo Public Safety Building
- The City of Toledo values its employees and citizens. Our goal is to recruit and retain a diverse set of professional, dedicated employees who will provide superior customer service to our community members.

Financial and Budgetary Guidelines

The Budget document is an important accounting document for the City of Toledo. It establishes guidelines the City uses to monitor expenditures and to track its revenues. It identifies work programs and goals to be achieved by each City department or division in the upcoming fiscal year.

GENERAL POLICIES

- Financial statements of the City are to be prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- The budget is to be prepared in accordance with Oregon local budget law. The budget must be adopted, by resolution annually, no later than June 30. In accordance with state law, the budget shall be balanced, in that expected revenues and anticipated expenditures align with each other.
- An external audit shall be completed annually and submitted to the state no later than December 31 of the following fiscal year.
- The City's basis of accounting is modified accrual. The budget and audited financial statements shall be prepared in the modified accrual basis for all funds. This means that revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of related cash flows.

REVENUES

- 30% of State shared liquor, cigarette and marijuana tax receipts will be made available to social service and civic organizations that provide direct services to Toledo citizens.
- All franchise fees received will be divided with 60% designated toward General Fund purposes and 40% allocated for Street purposes.
- One time revenues will be used for one time expenditures.

EXPENDITURES

- Budget control is maintained at the Department level. The City Manager has the authority to approve expenditures up to \$25,000. Expenditures exceeding \$25,000 must be approved by City Council.
- All fixed assets purchased and capital projects completed for and/or by the City of Toledo with a cost of \$10,000 or more and with a useful life of more than two years will be capitalized.
- Oregon Local Budget Law establishes procedures to revise the budget as events occur after budget adoption.

DEBT

- Long term debt shall not be issued to finance ongoing operations.
- Short term borrowing or lease purchase contracts should only be considered to finance major operating equipment when it is determined to be in the City's best financial interest.
- Any project funded through the issuance of debt must have a useful life equal or greater than the term of financing.

CAPITAL PLANNING

- A Capital Improvement Plan (CIP) shall be developed to allow for appropriate planning.
- The CIP shall be reviewed each year by City management staff and by the City Council, as a part of the goal setting and work plan process.
- Capital Improvement Projects should:
 - Support City Council goals and objectives
 - Prevent the deterioration of the City's existing infrastructure and protect its investments in parks, streets, building and utilities
 - Encourage and sustain economic development in Toledo
 - Respond to and anticipate future growth in the City
 - Increase the efficiency and productivity of City operations
- The impact of capital projects on the operating budget should always be an important consideration when evaluating projects to include in the CIP.
- On-going operating and maintenance costs will be a consideration when making a capital purchase.

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, and State of Oregon Budget Laws. The annual budget preparation process begins several months prior to adoption.

- In January, Department Directors prepare budget information regarding personnel changes, proposed capital improvement projects and purchases, for the upcoming fiscal year.
- This information is reviewed and discussed with the City Manager and City Finance Director. Following initial reviews, the information is used to create a requested budget.
- After departments submit their requested budgets, the City Manager and the Finance Director review the requested budgets with Department Directors to discuss the requests and determine whether any additional information is needed. In April and into May, the City Manager makes decisions on the submitted budgets, which are then incorporated into the proposed budget.
- The City Manager presents the proposed budget and budget message to the Budget Committee. The Budget Committee, in accordance with Oregon Budget Law is comprised of the City Council and an equal number of citizen members.

All Budget Committee meetings are open to the public and required to be advertised. Time is allowed at each meeting for public comment and input.

- After all input has been received, the Budget Committee approves the budget with any changes and forwards it to the City Council for adoption.

In June, the City Council holds another Public Hearing to allow for public comment. Following the Public Hearing, the City Council adopts the budget by resolution. The adopted budget takes effect on July 1; in accordance with Oregon Budget Law, a budget must be adopted prior to July 1.

BUDGET REVISION PROCEDURES

Budget Amendment

As allowed by Oregon Budget Law, contingencies cannot be used unless transferred to a specific appropriation by Council Resolution. Budget amendments within a fiscal year cannot exceed 15% of fund appropriations without approval of a supplemental budget.

Supplemental Budget

In accordance with Oregon Budget Law, a supplemental budget is required to appropriate increased resources within a fund (except for gifts, grants and donations), or if total amendments in a fund exceed 15% of the original adopted appropriations.

Personnel Allocation by Fund –Update for 2023-2024

2023-2024

	Water		WWTP		Street s	Storm	General Fund								Total
	Treat	Dist	Treat	Coll			Prop Maint	Muni Court	IT	Police	Fire	Library	Admin		
PWD	0.15	0.15	0.15	0.15	0.30		0.10							1.00	
Operations Supervisor	0.00	0.30	0.00	0.30	0.30		0.10							1.00	
Maint Worker IV	0.00	0.35	0.00	0.30	0.35									1.00	
Muni/Maintenance II	0.00	0.50	0.00	0.50	1.00									2.00	
Maint worker IV Equip Op	0.00	0.35	0.00	0.35	0.30									1.00	
PW Crewleader	0.00	0.30	0.00	0.30	0.30		0.10							1.00	
Equipment Maint Mechanic	0.00	0.25	0.00	0.25	0.50									1.00	
														0.00	
														0.00	
Utility Billing Clerk	0.15	0.25	0.15	0.25				0.20						1.00	
Facility Ops Trainee	0.50		0.50											1.00	
Facility Ops -WW	0.00		1.00											1.00	
Senior Treatment Op - WW	0.00		1.00											1.00	
Facility Ops - WTR	1.00		0.00											1.00	
Senior Treatment Op - WTR	1.00		0.00											1.00	
														0.00	
Muni/Grounds							1.00							1.00	
Muni/Grounds Maint P/T					0.50		0.50							1.00	
Custodial Technician							1.00							1.00	
														0.00	
City Manager	0.01	0.01	0.01	0.01	0.02								0.94	1.00	
Assistant CM/HR Assist	0.05	0.05	0.05	0.05	0.05								0.75	1.00	
City Attorney	0.05	0.05	0.05	0.05	0.05								0.75	1.00	
Finance Director	0.04	0.04	0.04	0.04	0.04								0.80	1.00	
Information Systems Mgr	0.10	0.10	0.10	0.10	0.10				0.50				0.00	1.00	
Accounting Clerk	0.10	0.10	0.10	0.10	0.10								0.50	1.00	
Executive Assistant/City Recor	0.01	0.01	0.01	0.01	0.02								0.94	1.00	
Planning Asst (0.80 FTE)	0.05	0.10	0.05	0.10	0.10								0.40	0.80	
Fire Chief											1.00			1.00	
Asst Fire Chief											0.00			0.00	
Line Staff											3.00			3.00	
Wildland Firefighter											1.00			1.00	
Fire Fighter														0.00	
														0.00	
Library Director												1.00		1.00	
Library Assistant Director												1.00		1.00	
Library Tech Services Op												0.50		0.50	
Library Clerk												0.50		0.50	
Children's Library Specialist												0.50		0.50	
Bilingual Library Clerk												0.50		0.50	
Police Chief										1.00				1.00	
Police Sergeant										1.00				1.00	
Police Officer										5.00				5.00	
Community Service Officer										1.00				1.00	
Head Dispatcher										1.00				1.00	
Dispatcher										6.00				6.00	
Sub Totals	3.21	2.91	3.21	2.86	4.03	0.00	2.80	0.20	0.50	15.00	5.00	4.00	5.08		
	6.12		6.07												

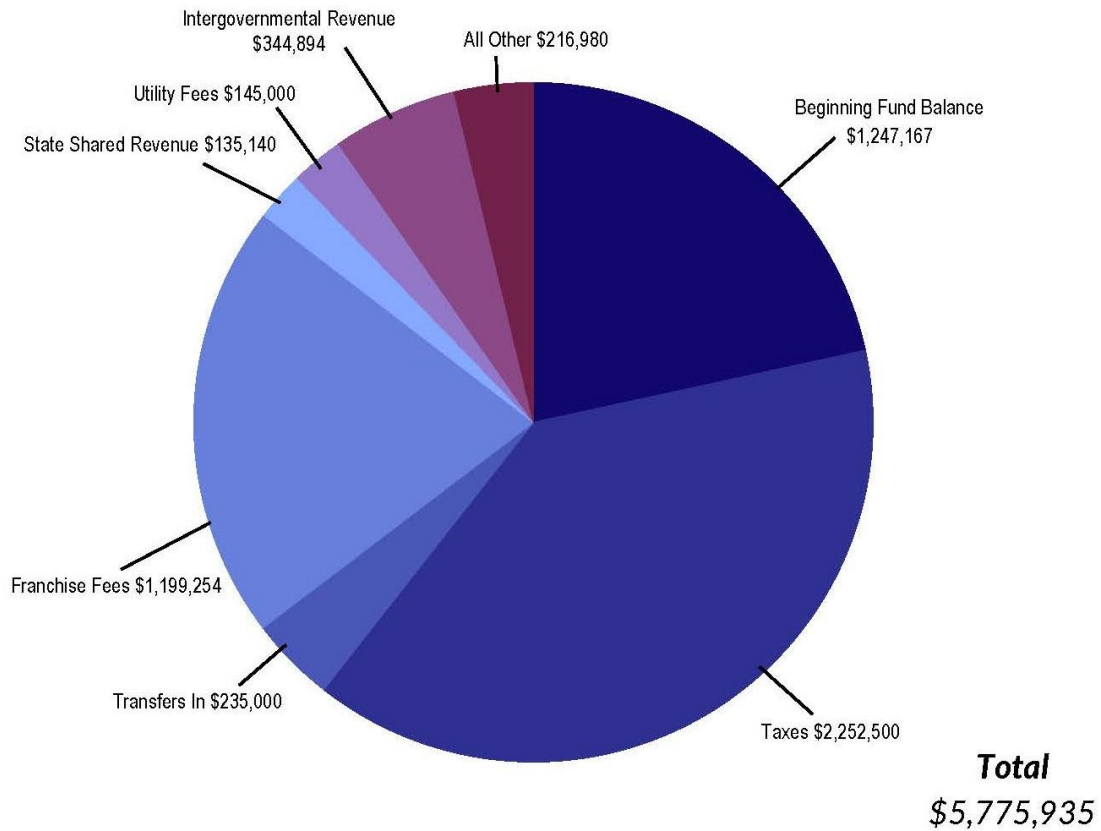
Grand Total **48.80**

Full Time Equivalent Comparison

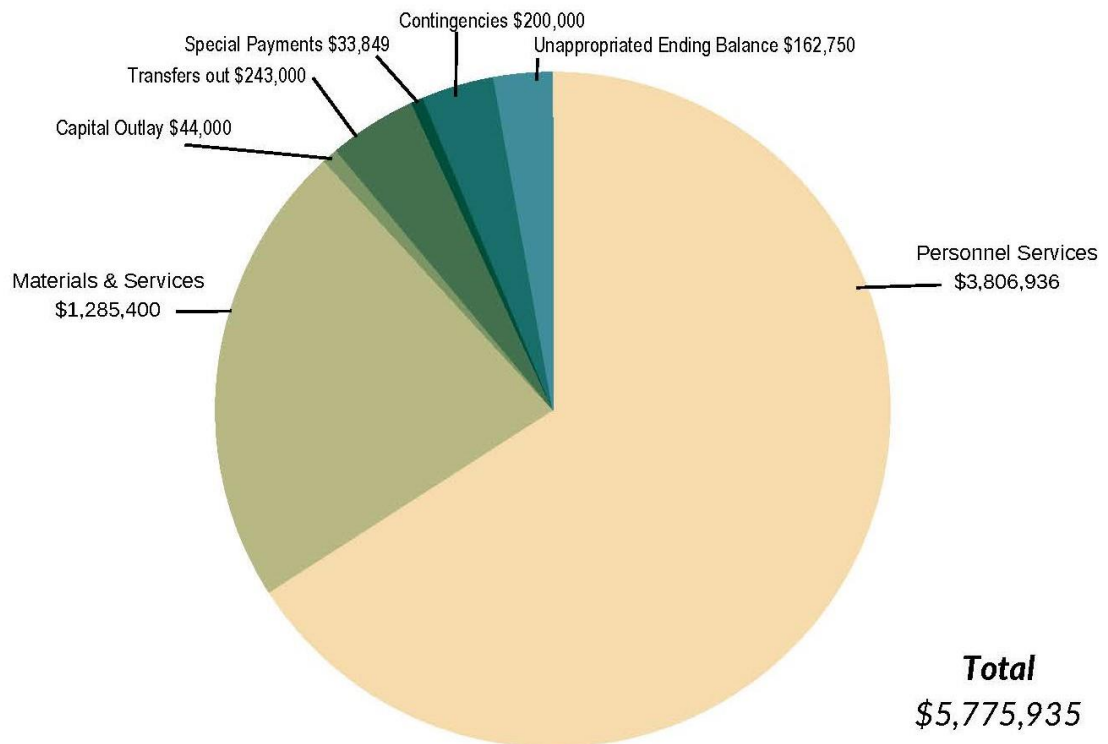
2023-2024 Position	FTE			
	FY2021-2022	FY2022-2023	FY2023-2024	Inc (Dec)
City Manager	1.00	1.00	1.00	0.00
Assistant City Manager/HR Assistant	0.00	1.00	1.00	0.00
Executive Asst / Recorder	1.00	1.00	1.00	0.00
Finance Director	0.00	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	0.00	(1.00)
City Planner/Attorney	1.00	1.00	1.00	0.00
Planning Technician	0.80	0.80	0.80	0.00
Accounting Clerk	1.00	1.00	1.00	0.00
Utility Clerk	1.00	1.00	1.00	0.00
Human Resources/Communications Spec	1.00	0.00	0.00	0.00
Police Chief	1.00	1.00	1.00	0.00
Police Sergeant	1.00	1.00	1.00	0.00
Police Officer	5.00	5.00	5.00	0.00
Head Dispatcher	1.00	1.00	1.00	0.00
Dispatcher	5.50	6.00	6.00	0.00
Community Service Officer	1.00	1.00	1.00	0.00
Fire Chief	1.00	1.00	1.00	0.00
Asst Fire Chief	1.00	0.00	0.00	0.00
Line Staff	2.00	3.00	3.00	0.00
Wildland Firefighter	1.00	1.00	1.00	0.00
Fire Fighter	0.00	0.00	0.00	0.00
Custodian	1.00	1.00	1.00	0.00
Grounds Maintenance	2.00	2.00	2.00	0.00
Library Director	1.00	1.00	1.00	0.00
Library Assistant Director	1.00	1.00	1.00	0.00
Library Tech Services Op	0.50	0.50	0.50	0.00
Library Clerk	0.50	0.50	0.50	0.00
Children's Library Specialist	0.50	0.50	0.50	0.00
Bilingual Adult Outreach	0.00	0.00	0.50	0.50
Informations Systems Manager	1.00	1.00	1.00	0.00
Public Works Director	1.00	1.00	1.00	0.00
Superintendent / Ops Supervisor	1.00	1.00	1.00	0.00
Lead Worker	1.00	1.00	1.00	0.00
Equipment Mechanic	1.00	1.00	1.00	0.00
PW Maintenance Worker	4.00	4.00	4.00	0.00
Lead Plant Operator	2.00	2.00	2.00	0.00
Junior Plant Operator	2.00	2.00	2.00	0.00
Operator Trainee	1.00	1.00	1.00	0.00
Total	47.80	48.30	48.80	0.50

2023-2024 General Fund Revenue & Expenditures

REVENUES



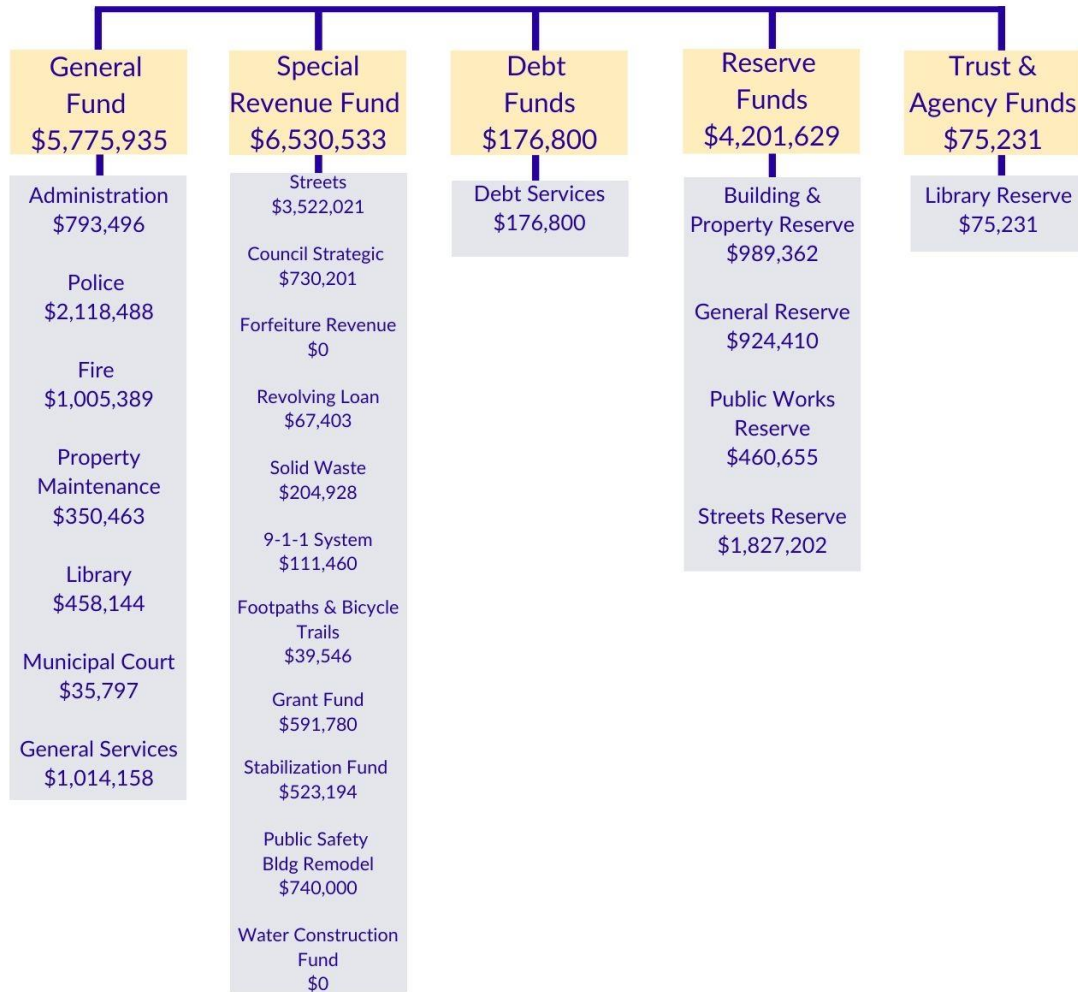
EXPENDITURES





Total Budget - \$26,107,391

Governmental Funds - \$16,760,128



Proprietary Funds - \$9,347,262

Enterprise & Internal Funds \$9,347,262



2023-2024 Budget by Fund

Consolidated Financial Summary

2023-2024 Consolidated Financial Summary - Budget					
	2022-2023 Adopted Budget	2023-2024 Proposed Budget	2023-2024 Approved Budget	Variance in Dollars \$	Variance in Percentage %
Revenue					
Beginning Balance	\$12,821,174	\$13,932,847	\$0	\$1,111,673	9%
Taxes	\$2,283,400	\$2,405,682	\$0	\$122,282	5%
Transfers In	\$3,523,137	\$2,792,944	\$0	-\$730,193	-21%
Franchise Fees	\$1,603,550	\$1,809,954	\$0	\$206,404	13%
State Shared Revenues	\$423,000	\$448,990	\$0	\$25,990	6%
Utility Fees	\$3,214,000	\$3,453,900	\$0	\$239,900	7%
Intergovernmental Revenues	\$312,400	\$344,894	\$0	\$32,494	10%
Grants/Donations	\$3,996,598	\$203,000	\$0	-\$3,793,598	-95%
Rents, Leases	\$15,000	\$15,000	\$0	\$0	0%
Court/Fines Fees	\$317,395	\$588,200	\$0	\$270,805	85%
All Other	\$75,000	\$111,980	\$0	\$36,980	49%
Total Revenues	\$28,584,654	\$26,107,391	\$0	-\$2,477,263	-9%
Expenditures by Category of Expense					
Personnel Services	\$5,000,149	\$5,619,014	\$0	\$618,865	12%
Materials & Services	\$4,796,471	\$5,333,706	\$0	\$537,235	11%
Capital Outlay	\$13,302,003	\$11,073,494	\$0	-\$2,228,509	-17%
Transfers Out	\$3,493,137	\$2,272,944	\$0	-\$1,220,194	-35%
Special Payments	\$830,390	\$805,483	\$0	-\$24,907	-3%
Debt Services	\$628,277	\$640,000	\$0	\$11,723	2%
Contingencies	\$227,480	\$200,000	\$0	-\$27,480	-12%
Unappropriated/Ending Balance	\$306,747	\$162,750	\$0	-\$143,997	-47%
Total Expenditures by Category of Expense	\$28,584,654	\$26,107,391	\$0	-\$2,477,263	-9%

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description General Fund	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
001-000 Revenues									
1,958,723	1,850,526	2,118,272	1,955,433	400100	Beginning Fund Balance	0	1,247,167	1,247,167	1,247,167
2,110,235	2,202,979	2,050,000	2,172,621	400200	Current Taxes	0	2,202,500	2,202,500	2,202,500
55,246	71,727	55,000	45,016	400300	Delinquent Taxes	0	50,000	50,000	50,000
15,864	13,103	13,000	75,119	400400	Interest	0	50,000	50,000	50,000
22,695	23,605	21,550	28,000	401300	Natural Gas Franchise	0	25,000	25,000	25,000
2,727	2,679	2,500	2,800	401400	Telephone Franchise	0	2,500	2,500	2,500
3,767	3,297	3,000	3,300	401450	Telecommunications Franchise	0	3,000	3,000	3,000
22,894	22,020	22,000	21,600	401500	Television Franchise	0	22,000	22,000	22,000
97,371	163,140	75,000	388,747	401600	Garbage Franchise	0	380,000	380,000	380,000
832,483	789,934	850,000	791,056	401700	Electric Franchise	0	766,754	766,754	766,754
38,653	58,304	57,000	72,000	401750	Street Light Utility Fees	0	145,000	145,000	145,000
350	550	250	300	401900	Beverage License	0	250	250	250
21,993	18,368	19,000	20,163	402000	Business License	0	20,000	20,000	20,000
1,573	539	500	2,500	402100	Building Permits	0	500	500	500
68,193	66,593	70,000	67,215	402200	State Liquor Fees	0	70,000	70,000	70,000
3,343	3,020	3,200	2,707	402300	Cigarette Tax	0	3,000	3,000	3,000
13,384	2,736	5,300	4,125	402350	Marijuana Tax	0	4,500	4,500	4,500
57,145	57,644	60,000	57,640	402500	State Revenue Sharing	0	57,640	57,640	57,640
126,188	505,509	35,000	120,000	402700	Refunds & Misc	0	35,000	35,000	35,000
2,060	0	1,000	0	402710	Lien Searches	0	0	0	0
196	295	250	454	402735	Public Records Request	0	250	250	250
450	720	500	482	402740	Notary Fee	0	480	480	480
4,650	6,785	1,000	3,085	402750	Land Use Fees	0	1,000	1,000	1,000
188,984	197,091	195,000	200,000	402800	Toledo Rural Fire Protect	0	205,000	205,000	205,000
6,741	0	5,000	0	402825	Fire Protection Services	0	5,000	5,000	5,000
91,794	87,576	70,000	72,580	403000	Municipal Court Fines	0	70,000	70,000	70,000
5,400	5,200	4,000	3,800	403050	Towing Fees	0	4,000	4,000	4,000
238	1,071	500	925	403100	Library Receipts	0	500	500	500
79,187	92,954	92,000	90,000	403140	Library Service District	0	114,494	114,494	114,494
0	0	20,400	18,700	403150	Siletz Agreement	0	20,400	20,400	20,400
17,651	23,980	20,000	95,000	405250	Grants	0	20,000	20,000	20,000
17,800	478,860	15,000	16,550	405380	Rents and Leases	0	15,000	15,000	15,000
0	0	240,000	240,000	405385	Transfer from Grants Fund	0	0	0	0
0	0	0	0	405386	Transfer from CC Strat Reserve	0	200,000	200,000	200,000
0	0	30,000	30,000	405390	Transfer from Urban Renewal	0	35,000	35,000	35,000
5,867,977	6,750,804	6,155,222	6,601,918	REVENUE TOTAL		0	5,775,935	5,775,935	5,775,935

City Hall – Administration

The Administration Department Budget section reflects the costs associated with the day-to-day business operations of the City. The Administration Department includes the City Manager, City Recorder, City Attorney, the Accounting and Finance Staff and the Planning Services Department. The Administration Department strives to provide excellent customer service to the public as well as other City Departments.

2022-2023 accomplishments

- Orientation of RARE Member to help with business promotion, citizen engagement and ART Toledo promotion
- Serious progress on the Toledo Comprehensive Plan update
- Housing Capacity Analysis & Buildable Lands Inventory
- New Collective Bargaining Agreement with Toledo Public Safety Association
- Successful Emergency Preparedness Fair
- Continuation of paint and upkeep to City Buildings

2023-2024 Goals

- Recruit City Manager
- Recruit Finance Director/Asst City Manager
- Recruit Human Resource/Communication Specialist
- Orientation of next RARE Member
- Completion of Toledo Comprehensive Plan Update
- Continuation of fundraising for New Public Safety Building remodel
- Issuance of new General Obligation Bond to replace retiring Bond
- Complete Drinking Water Protection Plan

Department Narrative

The next fiscal year will be challenging with vital positions to be filled. Department Heads will be busy supporting and orienting these new people. With the great staff already in place, the City will be able to maintain the momentum it has enjoyed in the last few years.



2022-2023 Highlights

3
new murals in place and
a 4th in process

3
Art, Oysters and Brews
Events

1
Chalk the Block Event

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					GENERAL FUND				
					Expenditures				
					001-100 Administration				
97,666	109,487	103,064	105,033	500010	City Manager	0.94	112,000	112,000	112,000
0	0	69,221	22,515	500015	Asst. City Manager/HR Assist	0.75	69,348	69,348	69,348
0	0	0	0	500018	Finance Director	0.80	67,153	67,153	67,153
44,662	52,073	53,000	58,552	500020	Accounting Supervisor	0.00	0	0	0
0	0	0	0	500022	Human Resources Specialist	0.00	0	0	0
64,013	69,456	65,108	70,875	500028	City Recorder	0.94	75,215	75,215	75,215
22,388	17,169	23,450	11,950	500053	Accounting Clerk 3	0.50	28,774	28,774	28,774
0	70,335	77,600	87,221	500082	City Planner	0.75	86,019	86,019	86,019
19,096	20,370	22,000	20,845	500084	Assistant Planner	0.40	22,237	22,237	22,237
149	327	1,500	0	501500	Overtime	0.00	1,500	1,500	1,500
19,393	26,293	30,000	31,112	504700	Social Security	0.00	35,000	35,000	35,000
56,764	79,051	120,012	97,608	504800	Health Insurance	0.00	120,000	120,000	120,000
751	1,112	1,500	2,383	504900	Workers' Comp	0.00	2,500	2,500	2,500
32,451	109,099	60,154	53,350	505000	Retirement	0.00	70,000	70,000	70,000
3,600	3,600	3,600	3,600	505100	Auto Allowance	0.00	3,600	3,600	3,600
360,935	558,371	630,209	565,044		Personnel Services	5.08	693,346	693,346	693,346
4,630	8,139	5,000	5,500	600100	Office Supplies	0.00	5,500	5,500	5,500
5,963	6,879	6,500	7,232	600210	Electricity	0.00	7,500	7,500	7,500
1,957	2,150	2,500	2,200	600220	Communication Services	0.00	2,500	2,500	2,500
8,659	4,896	5,500	4,000	600230	Advertising & Notices	0.00	5,500	5,500	5,500
371	297	500	550	600240	Natural Gas	0.00	650	650	650
1,226	197	1,000	1,000	600300	Equipment Maint & Repair	0.00	1,000	1,000	1,000
5,656	3,974	4,500	4,500	600600	Travel & Training	0.00	4,500	4,500	4,500
2,352	4,312	3,000	3,800	600700	Membership & Subscription	0.00	4,000	4,000	4,000
7,487	2,436	4,000	2,000	607500	Special Purchases	0.00	4,000	4,000	4,000
914	4,862	3,000	3,000	608000	Supplies	0.00	3,000	3,000	3,000
161,687	145,272	90,000	30,000	608100	Contract & Other Services	0.00	45,000	45,000	45,000
200,901	183,416	125,500	63,782		Materials & Services	0.00	83,150	83,150	83,150
0	3,441	0	0	620500	Equipment	0.00	17,000	17,000	17,000
0	3,441	0	0		Capital Outlay	0.00	17,000	17,000	17,000
40,000	0	0	0	631970	Transfer to CC Strat Reserve	0.00	0	0	0
40,000	0	0	0		Transfers	0.00	0	0	0
601,836	745,229	755,709	628,826		ADMINISTRATION TOTAL	5.08	793,496	793,496	793,496

Police Department



The Toledo police department is responsible for developing and managing the overall law enforcement, crime prevention, and code enforcement programs for the City of Toledo. The department also provides dispatch services to the Police Department, Fire Department and Rural Fire Protection District.

2022-2023 accomplishments

- Obtained a Code Enforcement Tracking Program
- Obtained a Code Enforcement Contract with Siletz.
- Purchased a new Dodge Durango Patrol Car.
- Installed new lockers for Dispatch and Patrol

2023-2024 Goals

- Obtain grants and funding for new police department
- Prepare for Re-Accreditation
- Install License Plate Reader and New Axon Dash Camera System in New Patrol Car.
- Develop procedure manual and publish policy manual online
- Create Casual Dispatcher and Police Cadre

Department Narrative

The Toledo Police Department faced some major challenges this last fiscal year. The Police Department lost three employees (two patrol officers and one dispatcher) to other departments and one dispatcher resigned.

The Police Department hired one patrol officer and one dispatcher. Illness and Leave of Absence reduced staffing to critical levels throughout the fiscal year. Telecommunications was staffed with three dispatchers for a significant portion of the year and reached a severe critical level of two (2) dispatchers (Normal staffing is six). Patrol levels were low throughout most of the fiscal year which resulted in the Patrol Sergeant and Dispatch Supervisor working patrol/dispatch shifts for majority of the year.

The City of Toledo is lucky to have the police officers and dispatchers that work at the Toledo Police Department. They possess the fortitude and determination to provide a 24 hour emergency service no matter what staffing challenges they face.



2022- 2023 Highlights

**3,153 hours
Of Overtime**

**3,833
Traffic stops completed**

**3,003
Traffic warnings issued**

**3 of 4 traffic stops
received warnings**

**78
Driving while Under the
Influence of Intoxicants
(DUI) arrests made**

**921 grams
of drugs confiscated
882 grams Meth
6 grams Marijuana
33 grams Heroin**

**1,601
Fentanyl Pills Seized**

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GENERAL FUND									
Expenditures									
001-400 Police									
88,802	106,668	106,594	115,045	500012	Police Chief	1.00	126,550	126,550	126,550
0	0	0	0	500020	Police Detective	0.00	0	0	0
78,500	96,702	90,679	98,421	500022	Police Sergeant	1.00	105,581	105,581	105,581
265,661	331,454	312,600	282,273	500036	Police Officer	5.00	352,869	352,869	352,869
65,677	71,609	72,000	79,801	500040	Head Dispatcher	1.00	80,382	80,382	80,382
245,191	265,403	293,000	207,172	500056	Dispatcher	6.00	337,534	337,534	337,534
0	26,949	40,000	39,142	500058	Community Services Officer	1.00	48,230	48,230	48,230
128,737	150,661	110,000	144,053	501500	Overtime	0.00	140,000	140,000	140,000
9,019	13,408	12,000	9,133	501600	Grant Overtime	0.00	17,500	17,500	17,500
67,762	82,114	67,500	69,050	504700	Social Security	0.00	74,404	74,404	74,404
228,471	257,647	292,607	202,079	504800	Health Insurance	0.00	300,000	300,000	300,000
29,549	37,696	40,000	34,329	504850	Personal Holiday	0.00	42,938	42,938	42,938
16,834	21,548	25,000	32,628	504900	Workers' Comp	0.00	32,000	32,000	32,000
140,417	171,560	171,617	171,935	505000	Retirement	0.00	180,000	180,000	180,000
1,364,620	1,633,419	1,633,597	1,485,060		Personnel Services	15.00	1,837,988	1,837,988	1,837,988
5,377	5,438	5,000	3,777	600100	Office Supplies	0.00	5,000	5,000	5,000
9,289	10,342	10,000	11,283	600210	Electricity	0.00	11,500	11,500	11,500
49,888	60,807	52,500	55,935	600220	Communication Services	0.00	55,600	55,600	55,600
283	498	600	682	600240	Natural Gas	0.00	600	600	600
3,864	2,784	4,000	3,234	600300	Equipment Maint & Repair	0.00	3,300	3,300	3,300
21,858	11,068	11,000	11,448	600350	Vehicle Maint & Repair	0.00	12,000	12,000	12,000
8,495	10,824	12,000	10,131	600600	Travel & Training	0.00	12,000	12,000	12,000
3,222	2,522	2,700	2,500	600700	Membership & Subscriptions	0.00	2,700	2,700	2,700
20,727	28,086	23,000	23,084	601500	Gas, Oil & Tires	0.00	23,000	23,000	23,000
431	1,510	0	0	606500	Youth Program Support	0.00	0	0	0
0	0	1,000	1,365	606600	Community Programs	0.00	1,300	1,300	1,300
35,761	0	0	0	607000	Abatement Program	0.00	0	0	0
11,427	25,408	15,000	10,803	607500	Special Purchases	0.00	15,000	15,000	15,000
13,312	19,421	15,000	13,156	608000	Supplies	0.00	15,000	15,000	15,000
20,650	53,932	25,000	28,738	608100	Contract & Other Services	0.00	30,000	30,000	30,000
204,584	232,640	176,800	176,135		Materials & Services	0.00	187,000	187,000	187,000
0	0	27,000	22,353	620500	Equipment	0.00	27,000	27,000	27,000
0	0	0	0	620520	Systems	0.00	0	0	0
0	0	27,000	22,353		Capital Outlay	0.00	27,000	27,000	27,000
48,500	48,500	46,500	46,500	631600	Transfer to General Reserve	0.00	46,500	46,500	46,500
20,000	20,000	20,000	20,000	631960	Trans to Bldg & Property Res	0.00	20,000	20,000	20,000
68,500	68,500	66,500	66,500		Transfers	0.00	66,500	66,500	66,500
1,637,704	1,934,560	1,903,897	1,750,049		POLICE TOTAL	15.00	2,118,488	2,118,488	2,118,488

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
911 SYSTEM FUND									
034-000 Revenue									
61,080	46,963	60,287	60,041	400100	Beginning Fund Balance	0	77,960	77,960	77,960
485	401	400	2,321	400400	Interest	0	2,500	2,500	2,500
24,563	31,694	31,000	32,598	402550	911 Excise Tax	0	31,000	31,000	31,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
86,128	79,058	91,687	94,960		Revenue Total	0	111,460	111,460	111,460
034-340 Expenditures									
15,013	1,813	25,000	2,000	608100	Contract & Other Services	0	25,000	25,000	25,000
15,013	1,813	25,000	2,000		Materials & Services	0	25,000	25,000	25,000
24,152	17,205	66,687	15,000	620500	Equipment	0	86,460	86,460	86,460
24,152	17,205	66,687	15,000		Capital Outlay	0	86,460	86,460	86,460
86,128	79,058	91,687	94,960		FUND REVENUE	0	111,460	111,460	111,460
39,165	19,018	91,687	17,000		FUND EXPENDITURES	0	111,460	111,460	111,460
46,963	60,041	0	77,960		FUND TOTAL	0	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works – Facilities Maintenance

Purchase item: Asphalt/break area at the Toledo Police Department

Cost of item: \$25,000

Budget line item: 035-350-621400

Replacement: Yes at the current Police Department facility

Ongoing Impact: Maintenance and improvement of facilities and buildings is a Council goal

Explanation of need for purchase:

Existing area is in distress and requires maintenance regularly. Choice has been made to place asphalt and a picnic table with a cover to provide an outdoor break area for Police Officers and Dispatchers.

Fire Department



The Toledo Fire department is a combination department comprised of four dedicated staff and supported by 40 Volunteers in varying degrees of training, certification and response. The department serves the city of Toledo and the surrounding rural district (East Lincoln county Fire and Rescue) that contracts with the city for services. Combined we have the second largest response area in the county equaling 55 square miles.

2022-2023 accomplishments

- Increased membership and started an Emergency Management Service response company
- Started multi-agency training with Newport Fire and Siletz fire
- Participated and completed a ship board firefighting class through the National Oceanic Atmosphere Administration
- The department received a grant and was able to purchase inflatable lifting bags to limit rescuer having pick up patients from the ground

2023-2024 Goals

- Complete the training site with area for small live fire trainings, Black out drills and search and rescue.
- Host a planned fire investigator class through OSFM at the site.

Department Narrative

Smoke alarm installs continued with a partnership between the department and the Red Cross. The department migrated to a state funded data base which proved to be very useful. Oregon State Fire marshal's office awarded the department \$30,000 for seasonal staffing which was for two firefighters in the 2022 fire season. Georgia-Pacific Mill awarded the department \$5,000 that was used for new, light weight structural helmets, 33% lighter. Stop the bleed training and presentation supplies was possible by an Oregon Rural health grant for \$2,394.



2022- 2023 Highlights

840
Calls for service

Responded to all calls with
many of them back to back

Purchase and trained on
the new rapid intervention
tools

\$36,849
Firehouse Subs grant used
to purchase ten full sets of
personal protective
equipment

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GENERAL FUND									
Expenditures									
001-500 Fire									
69,125	91,365	105,358	100,000	500014	Fire Chief	1.00	115,202	115,202	115,202
60,307	26,271	0	0	500032	Asst Fire Chief	0.00	0	0	0
98,973	139,574	168,110	187,000	500034	Line Staff	3.00	218,460	218,460	218,460
2,404	0	15,000	0	500088	Wildland Firefighter	1.00	15,000	15,000	15,000
11,654	18,247	15,000	13,000	501400	Call Time	0.00	15,000	15,000	15,000
40,204	39,982	35,000	40,000	501500	Overtime	0.00	45,000	45,000	45,000
116	0	2,500	0	501501	Overtime Wildland Firefighters	0.00	2,500	2,500	2,500
21,603	24,203	25,000	26,000	504700	Social Security	0.00	30,000	30,000	30,000
65,404	62,078	65,000	60,000	504800	Health Insurance	0.00	65,000	65,000	65,000
4,540	6,665	9,262	9,300	504850	Personal Holiday	0.00	10,577	10,577	10,577
22,284	33,818	34,000	38,000	504900	Workers' Comp	0.00	39,000	39,000	39,000
50,237	55,680	57,000	66,000	505000	Retirement	0.00	70,000	70,000	70,000
446,851	497,883	531,230	539,300		Personnel Services	5.00	625,739	625,739	625,739
2,375	1,602	2,000	1,900	600100	Office Supplies	0.00	2,000	2,000	2,000
6,831	6,997	8,240	7,000	600210	Electricity	0.00	8,000	8,000	8,000
2,446	2,055	2,500	2,700	600220	Communication Services	0.00	2,700	2,700	2,700
3,621	4,278	4,500	6,000	600240	Natural Gas	0.00	6,500	6,500	6,500
12,548	12,296	13,000	12,500	600300	Equipment Maint & Repair	0.00	14,500	14,500	14,500
26,765	51,209	30,000	25,000	600350	Vehicle Maint & Repair	0.00	30,000	30,000	30,000
14,502	10,571	14,000	13,500	600600	Travel & Training	0.00	14,250	14,250	14,250
389	144	1,200	1,200	600700	Membership & Subscription	0.00	1,200	1,200	1,200
10,950	18,103	20,000	19,500	601500	Gas, Oil & Tires	0.00	22,000	22,000	22,000
15,934	1,912	9,500	56,000	607500	Special Purchases	0.00	9,500	9,500	9,500
32,041	51,511	40,000	40,000	608000	Supplies	0.00	40,000	40,000	40,000
7,513	8,676	16,000	45,000	608100	Contract & Other Services	0.00	46,000	46,000	46,000
45,000	48,000	53,000	53,000	608150	Volunteer Program	0.00	58,000	58,000	58,000
180,916	217,353	213,940	283,300		Materials & Services	0.00	254,650	254,650	254,650
0	0	0	0	620500	Equipment	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
95,000	115,000	110,000	110,000	631600	Transfer to General Reserve	0.00	110,000	110,000	110,000
15,000	15,000	15,000	15,000	631960	Trans to Bldg & Property Res	0.00	15,000	15,000	15,000
110,000	130,000	125,000	125,000		Transfers	0.00	125,000	125,000	125,000
737,767	845,236	870,170	947,600		FIRE TOTAL	5.00	1,005,389	1,005,389	1,005,389

Capital Improvement Project Expenditure Detail Sheet

Department: Fire

Purchase item: Rescue Equipment

Cost of item: \$60,000 available from the Apparatus fund

Budget line item: 036-360-621800

Replacement: Apparatus replacement plan for 2023/2024 is for Technical tool replacement.

Ongoing Impact:

Explanation of need for purchase:

Two new thermal imaging cameras to replace one we have like it and add a new camera to the other engine.

The Vehicle stabilization struts are older and very heavy. They can be replaced with a new set that weighs less than half which makes them more user friendly and safer.

The Hydraulic Extrication tools we have will be supplemented with some new battery powered tools. These new battery powered tools will use the same batteries as the tools We will keep the 10,000 psi tools we have and be able to surplus our older 5,000 psi tools.

Public Works – Property Maintenance

As a function of the Public Works Department, Property Maintenance provides overall maintenance and management of municipal buildings, parks/facilities, and open spaces.



2022-2023 accomplishments

- ADA improvements and new play structures at Deer Park
- New playground equipment at Memorial Field.
- Obtained Oregon Parks and Recreation grant for Arcadia Park improvements
- New roof, sign, and improved ADA entry at Toledo Public Library
- Continued maintenance of public buildings, City parks, and open spaces

2023-2024 Goals

- Arcadia Park restroom project, re-surfacing tennis courts, replace fencing, and improve ADA access
- Fire Department storage room and interior painting project
- Inspection and review of Main Street trees
- Continue building maintenance and painting facilities

Department Narrative

Property and facility maintenance has a goal to protect the health and safety of our residents, environment, and employees while providing clean, safe, and reliable essential services to Toledo.

2022-2023 Highlights

11
City Parks

8
City Buildings

3
Public Parking Lots

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GENERAL FUND									
Expenditures									
001-650 Property Maintenance									
6,140	9,445	9,608	9,930	500016	Public Works Director	0.10	10,705	10,705	10,705
4,770	6,431	6,672	6,738	500026	Public Works Op Supervisor	0.10	7,977	7,977	7,977
6,398	6,756	6,735	811	500030	Lead/Senior Facility Operator	0.10	6,540	6,540	6,540
42,077	46,068	47,024	48,060	500057	Muni/Grounds Maint Worker	1.00	54,396	54,396	54,396
23,920	24,794	24,660	23,400	500067	PT Muni/Grounds Maint Worker	0.50	24,954	24,954	24,954
28,223	35,174	36,148	37,055	500068	Custodian	1.00	40,891	40,891	40,891
76	1,132	1,000	2,141	501500	Overtime	0.00	2,000	2,000	2,000
8,326	9,720	9,970	11,827	504700	Social Security	0.00	11,000	11,000	11,000
24,445	24,690	26,864	29,732	504800	Health Insurance	0.00	27,600	27,600	27,600
2,148	1,913	2,500	4,750	504900	Worker's Comp	0.00	5,500	5,500	5,500
14,441	19,538	19,387	22,764	505000	Retirement	0.00	23,000	23,000	23,000
160,963	185,661	190,568	197,208		Personnel Services	2.80	214,563	214,563	214,563
103	118	650	106	600100	Office Supplies	0.00	200	200	200
1,644	1,870	2,500	1,830	600210	Electricity	0.00	2,500	2,500	2,500
968	1,146	1,500	448	600220	Communication Services	0.00	1,500	1,500	1,500
5,677	2,087	2,000	1,264	600300	Equipment Maint & Repair	0.00	2,500	2,500	2,500
472	2,415	1,000	341	600350	Vehicle Maint & Repair	0.00	1,000	1,000	1,000
26,475	17,277	30,000	32,082	600400	Facility Needs	0.00	40,000	40,000	40,000
0	0	400	431	600600	Travel & Training	0.00	500	500	500
0	0	200	0	600700	Memberships & Subscriptions	0.00	200	200	200
5,902	11,423	11,000	12,304	601500	Gas, Oil & Tires	0.00	20,000	20,000	20,000
12,690	6,800	8,000	1,601	607500	Special Purchases	0.00	8,000	8,000	8,000
8,613	7,919	9,000	11,305	608000	Supplies	0.00	13,000	13,000	13,000
3,709	2,900	5,000	1,297	608050	Janitorial Supplies	0.00	5,000	5,000	5,000
10,184	15,081	20,000	16,951	608100	Contract & Other Services	0.00	20,000	20,000	20,000
76,438	69,036	91,250	79,960		Materials & Services	0.00	114,400	114,400	114,400
0	0	0	0	620520	Systems	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
22,500	22,500	21,500	21,500	631600	Transfer to General Reserve	0.00	21,500	21,500	21,500
22,500	22,500	22,500	22,500	631960	Trans to Bldg & Property Res	0.00	0	0	0
45,000	45,000	44,000	44,000		Transfers	0.00	21,500	21,500	21,500
282,401	299,697	325,818	321,168		PROPERTY MAINTENANCE TOTAL	2.80	350,463	350,463	350,463

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
BUILDING & PROPERTY RESERVE									
035-000 Revenue									
635,260	596,739	632,547	633,874	400100	Beginning Fund Balance	0	834,362	834,362	834,362
5,046	4,168	4,000	24,158	400400	Interest	0	20,000	20,000	20,000
22,500	0	0	0	400650	Trans from Property Maint Fund	0	0	0	0
60,000	82,500	232,500	232,500	401000	Transfer from General	0	60,000	60,000	60,000
0	0	0	0	401290	Transfer from General Reserve	0	0	0	0
0	0	75,000	75,000	405385	Transfer from Grant Fund	0	0	0	0
750	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	75,000	0	405250	Grants	0	75,000	75,000	75,000
0	0	0	0	405475	Sale of Property	0	0	0	0
723,556	683,407	1,019,047	965,532		Revenue Total	0	989,362	989,362	989,362
035-350 Expenditures									
20,630	0	39,967	0	621000	City Hall	0	39,967	39,967	39,967
4,827	0	208,825	2,000	621400	Police Department	0	152,075	152,075	152,075
31,886	0	56,891	15,000	621500	Fire Department	0	58,285	58,285	58,285
14,799	19,156	226,661	5,000	621660	Parks	0	124,284	124,284	124,284
54,674	27,848	76,610	75,000	621700	Library	0	26,610	26,610	26,610
0	0	0	0	621800	Public Spaces	0	0	0	0
0	2,529	360,093	34,170	621900	Other Buldings & Properties	0	138,141	138,141	138,141
0	0	50,000	0	629600	Legal Settlement	0	50,000	50,000	50,000
126,817	49,533	1,019,047	131,170		Capital Outlay	0	589,362	589,362	589,362
0	0	0	0	629700	Transfer to Pub Safety Remodel		400,000	400,000	400,000
0	0	0	0		Transfers		400,000	400,000	400,000
723,556	683,407	1,019,047	965,532		FUND REVENUE	0	989,362	989,362	989,362
126,817	49,533	1,019,047	131,170		FUND EXPENDITURES	0	989,362	989,362	989,362
596,739	633,874	0	834,362		FUND TOTAL	0	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department:	Building & Property Reserve
Purchase item:	Renovation of Arcadia Park
Cost of item:	\$90,000
Budget line item:	035-350-621660 (American Rescue Plan Act \$25,000)
Replacement:	Will replace existing fence, lighting and tennis court surfaces
Ongoing Impact:	Will improve and provide additional recreational opportunities for the citizens of Toledo

Explanation of need for purchase:

The existing fence is rusted and in need of replacement. The lighting no longer works and the tennis court surface is rough and unusable. A grant application was submitted to Oregon Parks and Recreation for \$75,000 and the grant requires a \$15,000 match from the City.

The Public Works will remove the existing fence and install a new fence. The tennis court surface will be completely replaced and striped for tennis, Pickle ball and other sports as possible. Solar lighting with timers will be installed to provide more hours of use but limit the effect on neighboring homes.

A new restroom is planned with upgrades for ADA accessibility.

The grant was resubmitted for 2022-2023 and was successful. The improvements to Arcadia Park ensure the City of Toledo's mission to provide efficient and necessary public services that protect and enhance the quality of life in Toledo.

Capital Improvement Project Expenditure Detail Sheet

Department: Building & Property Reserve

Purchase item: Restrooms for Arcadia Park

Cost of item: \$70,000 American Rescue Plan Act Funds

Budget line item: 035-350-621660

Replacement: No

Ongoing Impact: Maintain and improve public infrastructure and facilities is a Council goal

Explanation of need for purchase:

Arcadia Park is used very frequently by people of all ages. Public restrooms would be an added benefit for all and would serve the skate park as well.

The restrooms will be constructed to allow for pressure washing if needed for cleaning. They will be equipped with programmable locks to limit access during nighttime hours for security. Will improve and provide additional recreational opportunities for the citizens of Toledo

Capital Improvement Project
Expenditure Detail Sheet

Department: Building & Property Reserve – Fire Department

Purchase item: Storage Addition

Budgeted Funds: \$60,000

Budget line item: 035-350-621500

Replacement: No

Ongoing Impact: General long-term maintenance and upkeep will continue to be necessary as assets age

Explanation of need for purchase:

This project will carry over into Fiscal Year 2022-2023 and now 23-24 budget for completion.

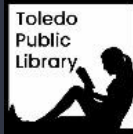
Creation of storage space attached to the existing training/community meeting room. The room is often used for functions not related to fire training and there is no place to store the tables and chairs when not in use. Additionally, there are times when meeting and training needs require different configurations of set-up and as such there is a lack of room configuration flexibility due to the lack of storage.

As it is planned the project will be built on the east wall where there is currently a planter and when completed, should provide approximately 130 square feet of storage area.

The delay for the project is a couple of issues. The trouble initially with securing a contractor and the planning it would take was not anticipated. Now the City has teamed up with the Toledo High school shop class to do the framing of the structure. Public works will assist with demo of the existing planter.

The building design and plans have been completed.

Toledo Library Department



The mission of the Toledo Public Library is to provide high quality library service and maintain an organized collection of resources that meet the recreational, educational, and informational needs of the community. The Library prides itself as an essential resource that helps to ensure equal access to information that results in a free, democratic, literate society.

2022-2023 accomplishments

Community Room was used 28 times per month. *Children's Programs* – Hosted weekly storytime with a local therapy dog, Operation Valentine with Meals on Wheels, Arbor Day Celebration with the OR Coast Art Bus, Art days with Larry Adrian of the OCCT, Summer Reading Program, teen summer Lego Challenge, co-hosted with the Greater Toledo Pool, Lotus Lantern Workshop with Korean Spirit and Culture Promotion Project, Read S'more Toledo, the Toledo Tri-wizard Tournament, Toledo Umbrella Parade with the Toledo Junior/Senior choir. Storytime special guests: Officer Gentry, dispatcher Molly Vaughn, Mayor Rod Cross, Toledo Fire Department, Banker Krystal O'Donnell and the Yaquina Pacific Railroad Museum. *Adult programs* - The Free Bin Podcast, Lincoln County Voices (developed by Harrison Baker earlier this year)

2023-2024 Goals

Hire a part time, Spanish speaking Adult Services and Outreach librarian who will provide quality adult programming as Denyse Marsh has done for teens and children. Continue to address Diversity Equity and Inclusion issues.

Department Narrative

Staff highlights: Nancy McFerran has provided 27 years of outstanding customer service at the circulation desk. Andrea Haller has served 41 years as a cataloger moving the card catalog system to an online Library System. Denyse Marsh has provided imaginative and engaging programming, cataloging and collection development for our youth and children for five years. Harrison Baker has provided the catalog of adult materials, operations services including tech support in his seven years. With my 10 years that's 90 years of dedicated service to the City of Toledo.



2023-2024 Highlights

39,450
Circulation items

1,835
Inter-Library loans across
Oregon and the nation

1,435
Intra-library loans within the
Chinook Library District

172
Number of new patrons
added

33,334 items
Collection

\$702,285.70
Estimated value of collection

\$1,000,000+
with digital/online

\$1,011,270
value of collection

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
GENERAL FUND									
Expenditures									
001-700 Library									
80,781	87,478	87,630	89,850	500042	Library Director	1.00	96,688	96,688	96,688
51,700	58,641	59,700	60,543	500064	Library Assistant Director	1.00	65,898	65,898	65,898
37,130	43,317	36,300	44,500	500072	Library Services Personnel	1.50	60,366	60,366	60,366
13,274	14,091	16,229	14,200	500076	Library Clerk	0.50	16,712	16,712	16,712
13,918	15,496	14,000	15,900	504700	Social Security	0.00	18,161	18,161	18,161
53,034	53,601	57,000	46,638	504800	Health Insurance	0.00	57,669	57,669	57,669
237	339	500	350	504900	Workers' Comp	0.00	500	500	500
25,739	32,638	32,307	33,420	505000	Retirement	0.00	41,550	41,550	41,550
275,814	305,602	303,666	305,401		Personnel Services	4.00	357,544	357,544	357,544
3,835	5,565	4,000	4,800	600100	Office Supplies	0.00	5,500	5,500	5,500
1,194	1,194	2,500	2,394	600150	Data Processing Support	0.00	2,500	2,500	2,500
6,934	7,246	7,000	6,884	600210	Electricity	0.00	7,500	7,500	7,500
1,159	1,268	1,300	1,260	600220	Communication Services	0.00	1,300	1,300	1,300
0	1,758	2,000	1,650	600240	Natural Gas	0.00	2,000	2,000	2,000
0	65	750	500	600300	Equipment Maint & Repair	0.00	750	750	750
365	1,060	500	700	600600	Travel & Training	0.00	1,000	1,000	1,000
274	450	300	300	600700	Membership & Subscription	0.00	400	400	400
5,957	6,771	6,800	6,800	603000	Network Services	0.00	7,000	7,000	7,000
29,075	22,841	28,000	28,000	603500	Books & Materials	0.00	25,000	25,000	25,000
3,249	4,493	5,000	5,000	606500	Youth Program Support	0.00	5,150	5,150	5,150
346	562	1,000	1,000	606550	Adult Program Support	0.00	3,000	3,000	3,000
572	6,789	2,500	600	607500	Special Purchases	0.00	1,500	1,500	1,500
1,757	581	2,000	1,474	608000	Supplies	0.00	2,000	2,000	2,000
2,335	2,818	6,000	4,500	608100	Contract & Other Services	0.00	6,000	6,000	6,000
57,052	63,461	69,650	65,862		Materials & Services	0.00	70,600	70,600	70,600
0	0	0	0	620500	Equipment	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
10,000	10,000	10,000	10,000	631600	Trans to General Reserve	0.00	5,000	5,000	5,000
25,000	25,000	25,000	25,000	631960	Trans to Bldg & Property Res	0.00	25,000	25,000	25,000
35,000	35,000	35,000	35,000		Transfers	0.00	30,000	30,000	30,000
367,866	404,063	408,316	406,263		LIBRARY TOTAL	4.00	458,144	458,144	458,144

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
LIBRARY RESERVE FUND									
045-000 Revenue									
20,186	33,696	43,605	42,235	400100	Beginning Fund Balance	0	56,731	56,731	56,731
160	132	150	746	400400	Interest	0	500	500	500
0	0	0	0	402700	Refunds & Misc	0	0	0	0
34,058	9,657	25,000	18,000	404900	Gifts, Grants & Bequests	0	18,000	18,000	18,000
54,404	43,485	68,755	60,981		Revenue Total	0	75,231	75,231	75,231
045-450 Expenditures									
11,512	1,250	32,447	4,000	603500	Books & Materials	0	35,000	35,000	35,000
9,197	0	36,308	250	620500	Equipment	0	40,231	40,231	40,231
20,709	1,250	68,755	4,250		Materials & Services	0	75,231	75,231	75,231
54,404	43,485	68,755	60,981		FUND REVENUE	0	75,231	75,231	75,231
20,709	1,250	68,755	4,250		FUND EXPENDITURES	0	75,231	75,231	75,231
33,696	42,235	0	56,731		FUND TOTAL	0	0	0	0

Capital Improvement Project
Expenditure Detail Sheet

Department: Library

Purchase item: Light replacement & upgrade

Cost of item: \$21,000 (approximately)

Budget line item: 035-350-621700

Replacement: yes

Ongoing Impact: To install new lighting in Library

Explanation of need for purchase:

The existing lighting is past its life expectancy. Staff has complained of dimly lit areas and possible unsafe conditions due to the lighting.

Municipal Court Department



The Toledo Municipal Court processes minor traffic violations as well as ordinance citations issued by the Toledo Police Department.

2022-2023 accomplishments

- Renewed contract with Municipal Court Judge
- Municipal Court Judge attended judge training
- Revised Municipal Court Rules and Forms
- Utilized Pro Tem Judge
- Attended virtual trainings to improve knowledge of Incode court software

2023-2024 Goals

- Continue to improve efficiencies, to develop procedures, and forms to streamline processes.
- Municipal Court Judge continue to monitor Municipal Court Judge listserv, and City Attorney to monitor City Attorney listserv to ensure consistency with other municipalities, and explore trends to benefit court and the community served.
- Continue to create and modify ordinances for municipal court to continue to hear cases involving the City's ordinances.
- Work with City Council to get direction on collection of unpaid fines.

Department Narrative

The Municipal Court functions to provide the judicial branch of City government. The Court's mission is to support the quality of life of the citizens of the City of Toledo by promoting public safety, traffic safety, and respect for the administration of justice by applying sanctions for violations of the Motor Vehicle traffic offenses and civil infractions of municipal ordinances. The mission also includes efficient and equal justice for all persons, as well as the protection of citizens' individual and property rights as outlined in the City Charter, Chapter V Powers and Duties of Officers, Section 21 Municipal Court.

The Oregon Legislature sets maximum and minimum fines for all traffic tickets. Toledo Municipal Court has collected \$62,645 in fines revenue from July 2022 to present.



2022-2023 Highlights

\$62,645
Revenue
collected year-to-date

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GENERAL FUND									
Expenditures									
001-800 Municipal Court									
13,432	10,301	0	0	500053	Accounting Clerk 3	0.00	0	0	0
0	0	9,260	8,915	500066	Utility Billing Clerk	0.20	9,772	9,772	9,772
0	0	500	0	501500	Overtime	0.00	500	500	500
1,006	600	750	650	504700	Social Security	0.00	775	775	775
2,583	1,302	5,255	5,010	504800	Health Insurance	0.00	5,300	5,300	5,300
56	53	140	20	504900	Workers' Comp	0.00	100	100	100
1,671	1,204	1,320	1,325	505000	Retirement	0.00	1,500	1,500	1,500
18,748	13,460	17,225	15,920		Personnel Services	0.20	17,947	17,947	17,947
354	645	700	700	600100	Office Supplies	0.00	800	800	800
0	549	1,800	300	600600	Travel & Training	0.00	1,800	1,800	1,800
150	75	250	100	600700	Membership & Subscription	0.00	250	250	250
19,139	11,005	13,000	13,060	608100	Contract & Other Services	0.00	15,000	15,000	15,000
19,643	12,274	15,750	14,160		Materials & Services	0.00	17,850	17,850	17,850
0	0	0	0	620500	Equipment	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
38,391	25,734	32,975	30,080		MUNICIPAL COURT TOTAL	0.20	35,797	35,797	35,797

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GENERAL FUND									
Expenditures									
001-900 General Services									
32,453	50,512	39,903	40,271	500024	Information Systems Admin	0.50	44,216	44,216	44,216
2,456	3,845	3,117	3,075	504700	Social Security	0.00	3,350	3,350	3,350
6,712	6,301	5,080	4,841	504800	Health Insurance	0.00	5,084	5,084	5,084
134	345	100	83	504900	Workers' Comp	0.00	100	100	100
4,037	7,531	5,885	5,985	505000	Retirement	0.00	7,059	7,059	7,059
45,792	68,534	54,085	54,255		Personnel Services	0.50	59,809	59,809	59,809
7,485	6,003	15,000	13,000	600150	Data Processing Support	0.00	15,000	15,000	15,000
10,526	11,183	11,000	11,000	600700	Membership & Subscription	0.00	12,000	12,000	12,000
94,590	108,545	127,000	120,000	601700	Insurance	0.00	127,000	127,000	127,000
648	140	5,000	1,000	603600	Safety Committee	0.00	5,000	5,000	5,000
3,363	1,362	6,000	6,000	603700	City Council	0.00	8,000	8,000	8,000
606	1,081	1,500	1,000	603800	Planning Commission	0.00	1,500	1,500	1,500
0	10,000	15,000	15,000	603900	Economic Development	0.00	15,000	15,000	15,000
300	24,386	75,000	20,000	603950	Abatement	0.00	75,000	75,000	75,000
9,264	10,500	11,775	11,881	603975	Contributions	0.00	23,250	23,250	23,250
0	28,077	30,000	20,000	604000	Unemployment	0.00	30,000	30,000	30,000
110,202	136,245	140,000	142,400	604400	Street Lights	0.00	147,000	147,000	147,000
1,182	1,823	2,000	2,000	608000	Supplies	0.00	2,000	2,000	2,000
57,529	89,554	80,000	75,000	608100	Contract & Other Services	0.00	80,000	80,000	80,000
10,000	15,000	15,000	15,000	608125	Audit Services	0.00	17,000	17,000	17,000
305,695	443,900	534,275	453,281		Materials & Services	0.00	557,750	557,750	557,750
0	0	0	-	630475	Trans to Property Maint Fund	0.00	0	0	0
0	0	40,000	40,000	631600	Transfer to General Reserve	0.00	0	0	0
0	0	0	-	631950	Transfer to Stabilization Fund	0.00	0	0	0
0	0	150,000	150,000	631960	Trans to Bldg & Property Res	0.00	0	0	0
0	0	145,000	145,000	631970	Trans to CC Strategic Reserve	0.00	0	0	0
0	0	325,000	325,000	631975	Transfer to Grants Fund	0.00	0	0	0
0	0	50,000	50,000	631000	Transfer to PW Reserve	0.00	0	0	0
0	0	710,000	710,000		Transfers	0.00	0	0	0
0	0	15,000	15,000	630200	Samaritan Treatment Facility	0.00	0	0	0
0	28,418	38,230	38,229	631980	Greater Toledo Pool District	0.00	33,849	33,849	33,849
0	28,418	53,230	53,229		Special Payments	0.00	33,849	33,849	33,849
0	0	200,000	-	640100	Contingency	0.00	200,000	200,000	200,000
0	0	200,000	-		Contingency	0.00	200,000	200,000	200,000
0	0	0	-	702000	Loan Repayment	0.00	0	0	0
0	0	306,747	-	801000	Unappropriated Surplus	0.00	162,750	162,750	162,750
0	0	306,747	-			0.00	162,750	162,750	162,750
351,487	540,852	1,858,337	1,270,765		GENERAL SERVICES TOTAL	0.50	1,014,158	1,014,158	1,014,158
5,867,977	6,750,804	6,155,222	6,601,918		FUND REVENUE		5,775,935	5,775,935	5,775,935
4,017,451	4,795,371	6,155,222	5,354,751		FUND EXPENDITURES		5,775,935	5,775,935	5,775,935
1,850,526	1,955,433	0	1,247,167		FUND TOTAL	32.58	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department: Administration

Purchase item: Resource Assistance for Rural Environments (RARE) member

Cost of item: \$25,000

Budget line item: 001-900-608100

Replacement: N/A

Ongoing Impact: None

Explanation of need for purchase:

The mission of the Resource Assistance for Rural Environments (RARE) Program is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level members who live and work in communities for 11 months.

The Toledo City Council approved the application for a RARE Member to work for the City of Toledo from September 2023 to July 2024. This person will help with a Citizen Engagement strategy, ART Toledo, Small Business Development and marketing for the City of Toledo. The application will be successful if there is a candidate who is interested in our projects and has the skills needed to help us.

The City will be notified in August if there is a successful match.

The RARE member will not be an employee of the City so there will be no additional charges.

2020-2021	2021-2022	2022-2023	2022-2023	Account			2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
GENERAL RESERVE FUND									
036-000 Revenue									
411,907	519,712	639,668	651,410	400100	Beginning Fund Balance	0	731,410	731,410	731,410
3,272	2,703	2,700	15,000	400400	Interest	0	10,000	10,000	10,000
22,500	0	0	0	400650	Trans from Property Maint Fund	0	0	0	0
153,500	196,000	228,000	228,000	401000	Transfer from General Fund	0	183,000	183,000	183,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
6,351	0	0	0	405475	Sale of Surplus Property	0	0	0	0
597,530	718,415	870,368	894,410		Revenue Total	0	924,410	924,410	924,410
036-360									
1,500	0	417,605	80,000	621800	Fire Department Equipment	0	437,642	437,642	437,642
56,575	58,066	117,099	58,000	628000	Police Department Equipment	0	152,533	152,533	152,533
5,465	5,639	53,731	25,000	629000	City Hall Equipment	0	28,731	28,731	28,731
14,277	0	19,999	0	629160	Library Equipment	0	23,000	23,000	23,000
0	0	202,144	0	629360	Property Maintenance Equipment	0	236,143	236,143	236,143
0	0	28,069	0	629375	Parks Plans & Improvements	0	28,069	28,069	28,069
0	3,300	31,721	0	629400	Disaster Preparedness	0	18,293	18,293	18,293
0	0	0	0	629600	Legal Settlement	0	0	0	0
0	0	0	0	631960	Trans to Bldg & Property Res	0	0	0	0
77,818	67,005	870,368	163,000		Capital Outlay	0	924,410	924,410	924,410
597,530	718,415	870,368	894,410		FUND REVENUE	0	924,410	924,410	924,410
77,818	67,005	870,368	163,000		FUND EXPENDITURES	0	924,410	924,410	924,410
519,712	651,410	0	731,410		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
PUBLIC WORKS RESERVE									
040-000 Revenue									
187,533	213,490	196,590	255,084	400100	Beginning Fund Balance	0	370,655	370,655	370,655
1,490	1,230	1,500	7,105	400400	Interest	0	5,000	5,000	5,000
22,500	25,000	25,000	25,000	400600	Transfer from Water	0	25,000	25,000	25,000
0	0	50,000	50,000	401000	Transfer from General Fund	0	0	0	0
25,000	25,000	25,000	25,000	401100	Transfer from Sewer Fund	0	25,000	25,000	25,000
35,000	35,000	35,000	35,000	401200	Transfer from Streets Fund	0	35,000	35,000	35,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	0	23,347	405475	Sale of Surplus Property	0	0	0	0
271,522	299,721	333,090	420,536		Revenue Total	0	460,655	460,655	460,655
040-400 Expenditures									
58,032	44,637	223,090	0	620500	Equipment	0	350,655	350,655	350,655
0	0	110,000	49,881	620510	Buildings	0	110,000	110,000	110,000
58,032	44,637	333,090	49,881		Capital Outlay	0	460,655	460,655	460,655
271,522	299,721	333,090	420,536		FUND REVENUE	0	460,655	460,655	460,655
58,032	44,637	333,090	49,881		FUND EXPENDITURES	0	460,655	460,655	460,655
213,490	255,084	0	370,655		FUND TOTAL	0	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works Department

Purchase item: New service trucks (2)

Cost of item: Approx. \$150,000

Budget line item: 040-400-620500

Replacement: Yes

Ongoing Impact: To ensure employees to have a safe reliable fleet to conduct business

Explanation of need for purchase:

Explanation of need for purchase: Replace two Fleet vehicles that are past warranty, very high mileage for a fleet vehicle and starting to demand parts and dependability is questionable at times.

Public Works – Streets Department

The Public Works Department is responsible for the maintenance and upkeep of all City streets, drainage, signage, sweeping, and painting/striping.

2022-2023 accomplishments

- Street sweeping continues on a weekly and monthly schedule.
- City crews painted yellow curbs, sidewalks, rail crossing, and City owned parking lots.
- Maintain and replace street signs.
- Spread salt on roadways during icy conditions.
- Mowing of drainage ditch and over hanging trees.
- Catch basin maintenance and cleaning.
- Overlays at NE 1st Street, NW 1st Street, Bus. Hwy 20, SE Alder Street, and rebuild French Avenue

2023-2024 Goals

- Continue maintenance on all city streets to include paint, potholes, sweeping, and signage.
- Street striping and patching work.
- Possible paving of Meadow Lane NW if it's acquired.

Department Narrative

The street system in Toledo is constrained by the river, slough, and hills that make up the City of Toledo. Narrow streets and steep slopes restrict the amount and type of traffic on many streets within the City and reduce connectivity on local streets between neighborhoods. The Street System Model Plan includes projects and objectives that work within these constraints, improving the street network to ensure that it meets Toledo's current and anticipated future needs.



2022 – 2023 Highlights

17 miles
of asphalt roadway

7 miles
of unimproved streets

Paved
NE 3rd Street
Alder Street
NE 1st Street
NW 1st Street
French Avenue

2020-2021	2021-2022	2022-2023	2022-2023	Account			2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
STREETS FUND									
011-000 Revenues									
2,634,446	2,462,924	2,489,421	2,511,749	400100	Beginning Fund Balance	0	2,483,321	2,483,321	2,483,321
20,837	17,286	15,000	72,000	400400	Interest	0	40,000	40,000	40,000
15,130	15,737	12,000	16,809	401300	Natural Gas Franchise	0	13,000	13,000	13,000
1,818	1,786	2,000	1,865	401400	Telephone Franchise	0	1,700	1,700	1,700
2,512	2,691	2,500	2,331	401450	Telecommunications Franchise	0	2,000	2,000	2,000
15,262	14,680	13,000	14,363	401500	Television Franchise	0	14,000	14,000	14,000
64,914	86,834	50,000	225,000	401600	Garbage Franchise	0	50,000	50,000	50,000
554,994	526,622	550,000	538,383	401700	Electric Franchise	0	530,000	530,000	530,000
2,800	2,712	2,500	3,200	402050	Truck Permits	0	2,000	2,000	2,000
249,729	281,872	250,000	287,806	402400	Oregon State Highway Tax	0	280,000	280,000	280,000
3,660	11,304	5,500	8,500	402700	Refunds & Misc	0	6,000	6,000	6,000
200	50	0	0	402720	Public Works Inspection Fee	0	0	0	0
103,964	104,103	100,000	104,491	403600	Road Maintenance Fees	0	100,000	100,000	100,000
150,000	0	100,000	100,000	405250	Grants	0	0	0	0
3,820,265	3,528,600	3,591,921	3,886,497	REVENUE TOTAL		0	3,522,021	3,522,021	3,522,021

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
STREETS FUND									
011-110 Expenditures									
2,078	2,330	2,407	2,195	500010	City Manager	0.02	2,512	2,512	2,512
0	0	4,520	1,851	500015	Asst. City Manager/HR Assist	0.05	4,623	4,623	4,623
22,753	28,336	30,894	29,789	500016	Public Works Director	0.30	32,230	32,230	32,230
0	0	0	0	500018	Finance Director	0.04	3,370	3,370	3,370
2,233	2,604	2,873	2,720	500020	Accounting Supervisor	0.00	0	0	0
2,782	5,546	8,588	8,181	500024	Information Systems Admin	0.10	8,876	8,876	8,876
14,311	19,292	20,984	20,245	500026	Public Works Op Supervisor	0.30	24,017	24,017	24,017
1,362	1,478	1,555	1,514	500028	City Recorder	0.02	1,606	1,606	1,606
19,193	20,269	21,429	2,433	500030	Lead/Senior Facility Ops	0.30	19,688	19,688	19,688
0	0	0	0	500044	Maintenance Worker 4	0.35	23,755	23,755	23,755
13,010	20,975	26,997	24,636	500045	Maint Wrkr 4B-Maint Tech	0.50	28,745	28,745	28,745
15,291	15,552	16,198	16,198	500046	Maint Worker 4A-Equip Op	0.30	19,929	19,929	19,929
1,791	1,374	4,901	3,579	500053	Accounting Clerk 3	0.10	5,777	5,777	5,777
56,246	71,319	80,283	88,532	500057	Muni/Ground Maint Worker	1.50	82,015	82,015	82,015
0	0	5,568	5,303	500082	City Planner	0.05	5,756	5,756	5,756
5,066	5,404	5,740	5,429	500084	Assistant Planner	0.10	5,921	5,921	5,921
2,289	7,436	6,500	6,582	501400	Call Time	0.00	7,500	7,500	7,500
99	2,369	2,500	3,581	501500	Overtime	0.00	4,000	4,000	4,000
10,870	15,198	15,006	15,411	504700	Social Security	0.00	18,335	18,335	18,335
38,708	49,380	50,290	46,210	504800	Health Insurance	0.00	69,767	69,767	69,767
9,365	14,363	14,000	11,200	504900	Workers' Comp	0.00	13,000	13,000	13,000
18,834	29,315	33,030	30,228	505000	Retirement	0.00	40,000	40,000	40,000
236,282	312,540	354,263	325,817		Personnel Services	4.03	421,422	421,422	421,422
375	228	500	672	600100	Office Supplies	0.00	600	600	600
4,912	5,961	7,000	11,313	600210	Electricity	0.00	7,000	7,000	7,000
1,157	1,231	2,500	726	600220	Communication Services	0.00	1,500	1,500	1,500
2,176	1,832	2,500	2,100	600250	Alarms	0.00	2,500	2,500	2,500
6,339	14,808	15,000	12,240	600300	Equipment Repair	0.00	20,000	20,000	20,000
1,987	5,089	10,000	6,772	600350	Vehicle Maint & Repair	0.00	12,000	12,000	12,000
515	719	200	100	600400	Facility Needs	0.00	200	200	200
50,494	36,588	90,000	60,000	600420	Systems Repair	0.00	90,000	90,000	90,000
-98	408	500	596	600600	Travel & Training	0.00	1,000	1,000	1,000
297	240	500	186	600700	Membership & Subscription	0.00	500	500	500
7,130	12,791	20,000	11,539	601500	Gas, Oil & Tires	0.00	20,000	20,000	20,000
15,581	18,377	22,000	24,000	601700	Insurance	0.00	27,000	27,000	27,000
1,677	8,218	3,500	2,100	607500	Special Purchases	0.00	3,500	3,500	3,500
20,571	23,416	25,000	25,000	608000	Supplies	0.00	25,000	25,000	25,000
9,904	13,042	14,000	17,520	608100	Contract & Other Services	0.00	17,000	17,000	17,000
7,457	7,468	12,000	16,495	608175	Street Sweeping	0.00	20,000	20,000	20,000
130,476	150,415	225,200	191,359		Materials & Services	0.00	247,800	247,800	247,800
77,263	0	95,000	96,000	620500	Equipment	0.00	100,000	100,000	100,000
473,811	128,897	1,969,181	375,000	620520	Systems	0.00	1,792,799	1,792,799	1,792,799
14,509	0	305,000	0	620540	Road Maintenance Expenditures	0.00	305,000	305,000	305,000
565,584	128,897	2,369,181	471,000		Capital Outlay	0.00	2,197,799	2,197,799	2,197,799
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
35,000	35,000	35,000	35,000	631000	Transfer to PW Equip Reserve	0.00	35,000	35,000	35,000
390,000	390,000	380,000	380,000	631850	Transfer to Street Reserve	0.00	380,000	380,000	380,000
425,000	425,000	415,000	415,000		Transfers	0.00	415,000	415,000	415,000
0	0	228,277	0	640100	Contingency	0.0	240,000	240,000	240,000
0	0	228,277	0		Contingency	0.0	240,000	240,000	240,000

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
STREETS RESERVE FUND									
043-000 Revenue									
379,247	772,259	1,042,925	1,043,187	400100	Beginning Fund Balance	0	1,437,202	1,437,202	1,437,202
3,012	2,488	3,000	14,015	400400	Interest	0	10,000	10,000	10,000
390,000	390,000	380,000	380,000	400450	Transfer from Streets	0	380,000	380,000	380,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
772,259	1,164,747	1,425,925	1,437,202		Revenue Total	0	1,827,202	1,827,202	1,827,202
043-430 Expenditures									
0	0	30,000	0	608100	Contract & Other Services	0	40,000	40,000	40,000
0	0	614,273	0	802000	Road Maintenance Expenditures	0	905,550	905,550	905,550
0	0	644,273	0		Materials & Services	0	945,550	945,550	945,550
0	121,560	781,652	0	802100	Business Highway 20 Improvment	0	881,652	881,652	881,652
0	121,560	781,652	0		Capital Outlay	0	881,652	881,652	881,652
772,259	1,164,747	1,425,925	1,437,202		FUND REVENUE	0	1,827,202	1,827,202	1,827,202
0	121,560	1,425,925	0		FUND EXPENDITURES	0	1,827,202	1,827,202	1,827,202
772,259	1,043,187	0	1,437,202		FUND TOTAL	0	0	0	0

Public Works – Water Treatment Plant

The Water Treatment Plant is a conventional treatment plant consisting of chemical addition, rapid mix, dual-stage flocculation, sedimentation, and mixed-media gravity filtration. Current flows through the plant range from 850 to 1,200 gallons per minute.



2022-2023 accomplishments

- Uninterrupted delivery of potable water to all water customers, including the Seal Rock Water District
- Paving the plant parking lot
- Stair case rebuild
- Supervisory Control and Data Acquisition (SCADA) upgrades
- Generator at Siletz Pump Station
- Siletz Pump Station repairs (lightning strike)
- Water Treatment Plant successful Occupational Safety and Health Administration (OSHA) audit
- Continue work with the Drinking Water Protection Plan
- Completed the Water Management Conservation Plan Five-Year Progress Report

2023-2024 Goals

- Painting the building exterior
- Upgrade and install generator
- Continue to train employees for certifications
- Continue to provide safe, uninterrupted water service for customers. Maintain the integrity of a well-run operated treatment facility by maintaining the facility through maintenance and diligence

Department Narrative

The primary goals and objectives of the Toledo Water Treatment Plant are to provide residents with a safe and dependable supply of drinking water. We continually take steps to improve the water treatment process and protect our water resources. The Water Treatment Plant continues to provide treated water to the citizens of both the City and the Seal Rock Water District (as a backup for emergencies), of the highest quality meeting and exceeding all required standards.

2022-2023 Highlights

291,000,000+
Gallons of high quality
potable water
produced annually

2
Water source facilities

3
Water storage tanks

Public Works – Water Distribution

The Public Works Department is responsible for maintaining the integrity of the distribution system. From service line breaks to mainline ruptures and the maintenance of the back-flow and cross connection programs in place for businesses. Meter reading, fire hydrant maintenance, performing monthly blow offs of dead-end mainlines and Cla-Valve yearly maintenance are just a few of the regular tasks. New service lines are installed by City Crew as well as short mainlines.

2022-2023 Accomplishments

- Assists with many of the repairs/ maintenance of the water distribution system
- Responded to numerous service and mainline ruptures, many late at night and on weekends
- Continued work on the back-up generator for Siletz Pump Station
- Replaced main lines and services on French Avenue, Alder Street, and 3rd Street

2023-2024 Goals

- Hillvale Lane upgrade
- NE 10th Street replacement
- Meadow Lane water line installation
- Continue replacing transmission line for the Mill Creek water line project

Department Narrative

The City of Toledo owns and operates a water system with in-service components dating back to the 1930s. The City provides water to residential, commercial, and industrial customers within the Urban Growth Boundary. The City maintains the Mill Creek reservoir system, Siletz River pump station, and raw water transmission lines.



2022 – 2023 Highlights

441

Water valves maintained

165

Fire Hydrants maintained

35 miles

Water distribution lines

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					WATER FUND			
				012-000	Revenues			
189,503	608,707	954,587	872,005	400100	Beginning Fund Balance	0	667,257	667,257
1,856	1,250	1,200	5,494	400400	Interest	0	2,000	2,000
1,239	5,131	1,000	1,442	402700	Refunds & Misc	0	1,000	1,000
200	50	0	0	402720	Public Works Inspection Fee	0	200	200
1,700	2,913	1,400	2,500	402730	Haulable Water	0	2,500	2,500
1,361,003	1,485,412	1,442,000	1,625,926	403700	Sale of Water	0	1,500,000	1,500,000
18,587	2,261	2,500	15,380	403800	Meter Charges-Connection Fees	0	2,600	2,600
2,155	2,562	1,800	1,682	403900	Service Fees	0	1,800	1,800
8,890	19,545	10,000	19,984	403950	Delinquent Fees	0	12,000	12,000
621,478	606,329	100,000	144,589	404100	Sale of Water to Seal Rock	0	12,000	12,000
805	878	600	436	404125	H2O Program Donations	0	500	500
0	4	100	0	404130	Fees and Adjustments	0	0	0
11,184	1,864	0	0	405380	Rents & Leases	0	0	0
2,218,600	2,736,905	2,515,187	2,689,438		REVENUE TOTAL	0	2,201,857	2,201,857

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
WATER FUND									
Expenditures									
012-120 Water Plant									
1,039	1,165	1,204	1,099	500010	City Manager	0.01	1,256	1,256	1,256
0	0	4,520	1,851	500015	Asst. City Manager/HR Assist	0.05	4,623	4,623	4,623
13,543	14,168	15,447	14,894	500016	Public Works Director	0.15	16,115	16,115	16,115
0	0	0	0	500018	Finance Director	0.04	3,370	3,370	3,370
2,233	2,604	2,873	3,720	500020	Accounting Supervisor	0.00	0	0	0
2,782	5,546	8,588	8,181	500024	Information Systems Admin	0.10	8,876	8,876	8,876
681	739	777	757	500028	City Recorder	0.01	803	803	803
63,370	72,507	66,140	62,148	500030	Lead/Senior Facility Ops	1.00	72,712	72,712	72,712
52,546	26,903	59,271	41,970	500038	Facility Ops	1.00	60,328	60,328	60,328
13,641	19,139	26,770	24,197	500048	Facility Operator Trainee	0.50	26,149	26,149	26,149
1,791	1,374	4,901	3,580	500053	Accounting Clerk 3	0.10	5,777	5,777	5,777
7,932	8,896	6,944	6,655	500066	Utility Billing Clerk 1	0.15	7,357	7,357	7,357
0	0	5,568	5,303	500082	City Planner	0.05	5,756	5,756	5,756
2,338	2,494	2,649	2,505	500084	Assistant Planner	0.05	2,733	2,733	2,733
20,486	19,760	23,000	19,002	501400	Call Time	0.00	23,000	23,000	23,000
10,513	15,846	20,000	6,998	501500	Overtime	0.00	15,000	15,000	15,000
14,521	14,381	15,500	15,138	504700	Social Security	0.00	16,000	16,000	16,000
20,098	24,382	25,132	36,457	504800	Health Insurance	0.00	57,274	57,274	57,274
5,732	4,390	4,950	7,200	504900	Workers' Comp	0.00	8,000	8,000	8,000
23,358	24,155	28,622	24,939	505000	Retirement	0.00	34,106	34,106	34,106
256,605	258,448	322,856	286,594		Personnel Services	3.21	369,235	369,235	369,235
282	294	600	106	600100	Office Supplies	0.00	300	300	300
4,026	5,366	5,000	5,282	600150	Data Processing Support	0.00	5,500	5,500	5,500
53,148	57,837	62,000	55,212	600210	Electricity	0.00	62,000	62,000	62,000
6,613	7,649	9,000	7,600	600220	Communication Services	0.00	9,000	9,000	9,000
1,632	1,603	3,000	1,528	600250	Alarms	0.00	3,000	3,000	3,000
4,432	4,577	10,000	10,000	600300	Equipment Maint & Repair	0.00	12,000	12,000	12,000
0	69	1,000	513	600350	Vehicle Maint & Repair	0.00	1,000	1,000	1,000
16,750	12,149	10,000	10,000	600400	Facility Needs	0.00	35,000	35,000	35,000
521	4,775	8,000	2,374	600420	Systems Repair	0.00	8,000	8,000	8,000
664	1,038	1,500	1,200	600600	Travel & Training	0.00	1,500	1,500	1,500
1,041	2,883	3,000	3,000	600700	Membership & Subscription	0.00	4,000	4,000	4,000
2,076	5,019	4,000	3,404	601500	Gas, Oil & Tires	0.00	5,000	5,000	5,000
30,087	32,277	38,000	38,362	601700	Insurance	0.00	41,000	41,000	41,000
1,946	18,696	20,000	1,000	607500	Special Purchases	0.00	20,000	20,000	20,000
35,712	41,395	50,000	50,000	608000	Supplies	0.00	55,000	55,000	55,000
55,148	35,746	39,000	19,816	608100	Contract & Other Services	0.00	39,000	39,000	39,000
214,078	231,372	264,100	209,397		Material & Services	0.00	301,300	301,300	301,300
11,500	0	15,000	10,175	620500	Equipment	0.00	15,000	15,000	15,000
11,500	0	15,000	10,175		Capital Outlay	0.00	15,000	15,000	15,000
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
10,000	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
124,700	124,700	124,700	124,700	631800	Transfer to Water Reserve	0.00	124,700	124,700	124,700
0	0	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
134,700	137,200	137,200	137,200		Transfers	0.00	137,200	137,200	137,200
0	0	0	0	640100	Contingency	0.00	0	0	0
0	0	0	0		Contingency	0.00	0	0	0
0	0	0	0	702000	2012 Debt Repayment	0.00	0	0	0
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0

0	0	0	0
616,883	627,020	739,156	643,366

Debt Service	0.00	0	0	0
WATER PLANT EXPENSE TOTAL	3.21	822,735	822,735	822,735

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
WATER FUND									
Expenditures									
012-125 Water Distribution									
1,039	1,165	1,204	1,097	500010	City Manager	0.01	1,256	1,256	1,256
0	0	4,520	2,468	500015	Asst. City Manager/HR Assist	0.05	4,623	4,623	4,623
13,543	14,168	15,447	14,894	500016	Public Works Director	0.15	16,115	16,115	16,115
0	0	0	0	500018	Finance Director	0.04	3,370	3,370	3,370
2,233	2,604	2,873	2,720	500020	Accounting Supervisor	0.00	0	0	0
2,782	5,546	8,588	8,181	500024	Information Systems Admin	0.10	8,876	8,876	8,876
14,311	19,292	20,984	20,215	500026	Public Works Op Supervisor	0.30	24,017	24,017	24,017
681	739	777	757	500028	City Recorder	0.01	803	803	803
19,193	20,269	21,429	3,650	500030	Lead/Senior Facility Ops	0.30	19,688	19,688	19,688
0	0	0	0	500044	Maintenance Worker 4	0.35	23,755	23,755	23,755
15,429	10,488	13,499	4,943	500045	Maint Worker 4B/Maint Tech	0.25	14,372	14,372	14,372
17,840	18,144	18,898	12,701	500046	Maint Worker 4A/Equip Op	0.35	23,251	23,251	23,251
1,791	1,374	4,901	3,580	500053	Accounting Clerk 3	0.10	5,777	5,777	5,777
25,445	28,964	29,593	30,055	500054	Maint/Clerical Worker 3	0.00	0	0	0
21,674	24,052	26,832	38,462	500057	Maintenance Worker 2	0.50	28,485	28,485	28,485
11,898	9,088	11,573	11,091	500066	Utility Billing Clerk 1	0.25	12,262	12,262	12,262
0	0	5,568	5,303	500082	City Planner	0.05	5,756	5,756	5,756
5,066	5,404	5,740	5,429	500084	Assistant Planner	0.10	5,921	5,921	5,921
11,397	5,472	5,500	7,344	501400	Call Time	0.00	8,000	8,000	8,000
1,295	2,654	3,000	5,371	501500	Overtime	0.00	6,500	6,500	6,500
14,016	12,514	13,842	13,421	504700	Social Security	0.00	14,000	14,000	14,000
54,607	47,475	56,394	45,740	504800	Health Insurance	0.00	54,892	54,892	54,892
2,437	5,437	8,828	768	504900	Workers' Comp	0.00	5,000	5,000	5,000
24,807	24,903	27,907	26,575	505000	Retirement	0.00	32,000	32,000	32,000
261,485	259,751	307,897	264,765		Personnel Services	2.91	318,719	318,719	318,719
4,630	4,268	5,000	4,401	600100	Office Supplies	0.00	5,000	5,000	5,000
5,474	6,865	9,000	7,610	600150	Data Processing Support	0.00	9,000	9,000	9,000
8,997	8,632	10,300	9,008	600210	Electricity	0.00	10,300	10,300	10,300
1,156	1,228	3,000	715	600220	Communication Services	0.00	2,000	2,000	2,000
0	0	1,200	0	600250	Alarms	0.00	1,200	1,200	1,200
2,855	8,402	6,000	3,200	600300	Equipment Maint & Repair	0.00	7,500	7,500	7,500
802	1,404	4,000	2,549	600350	Vehicle Maint & Repair	0.00	4,000	4,000	4,000
1,319	1,112	2,000	0	600400	Facility Needs	0.00	2,000	2,000	2,000
9,528	29,460	65,000	25,140	600420	Systems Repair	0.00	65,000	65,000	65,000
2,699	827	3,000	3,792	600600	Travel & Training	0.00	5,000	5,000	5,000
1,331	278	1,500	3,350	600700	Membership & Subscription	0.00	5,000	5,000	5,000
7,803	14,427	16,000	11,980	601500	Gas, Oil & Tires	0.00	20,000	20,000	20,000
5,373	8,204	9,500	11,835	601700	Insurance	0.00	12,000	12,000	12,000
0	0	400	400	603980	H2O Program Expenses	0.00	400	400	400
8,588	7,773	10,000	8,000	607500	Special Purchases	0.00	10,000	10,000	10,000
29,987	38,499	40,000	23,946	608000	Supplies	0.00	40,000	40,000	40,000
24,807	22,393	23,000	38,890	608100	Contract & Other Services	0.00	40,000	40,000	40,000
115,348	153,773	208,900	154,816		Materials & Services	0.00	238,400	238,400	238,400
803	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
184,255	393,608	528,042	528,042	631800	Transfer to Water Reserve	0.00	190,811	190,811	190,811
197,558	406,108	540,542	540,542		Transfers	0.00	203,311	203,311	203,311
0	0	300,000	0	640100	Contingency	0.00	200,000	200,000	200,000
0	0	300,000	0		Contingency	0.00	200,000	200,000	200,000

259,000	266,400	277,500	277,500	702000	2012 Debt Repayment/Bond 2016	0.00	288,600	288,600	288,600
159,618	151,848	141,192	141,192	702500	Rev Bond 2016 - Interest/Fees	0.00	130,092	130,092	130,092
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
418,618	418,248	418,692	418,692		Debt Service	0.00	418,692	418,692	418,692
					Water Distribution Expense Total	2.91	1,379,122	1,379,122	1,379,122
993,010	1,237,880	1,776,031	1,378,815						
2,218,600	2,736,905	2,515,187	2,689,438		FUND REVENUE		2,201,857	2,201,857	2,201,857
1,609,893	1,864,900	2,515,187	2,022,181		FUND EXPENDITURES		2,201,857	2,201,857	2,201,857
608,707	872,005	0	667,257		FUND TOTAL	6.12	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
WATER RESERVE FUND									
041-000 Revenue									
2,145,364	1,911,862	1,754,912	1,811,107	400100	Beginning Fund Balance	0	2,069,325	2,069,325	2,069,325
16,911	14,077	1,500	79,325	400400	Interest	0	50,000	50,000	50,000
308,955	518,308	652,742	652,742	400600	Transfer from Water	0	460,511	460,511	460,511
0	57,422	0	0	402700	Refunds & Misc	0	0	0	0
44,854	72,500	0	0	404000	Seal Rock Payment	0	0	0	0
2,516,085	2,574,169	2,409,154	2,543,174		Revenue Total	0	2,579,836	2,579,836	2,579,836
041-410									
36,289	0	40,000	0	600420	Systems Repair	0	40,000	40,000	40,000
2,836	0	200,000	0	608100	Contract & Other Services	0	200,000	200,000	200,000
39,125	0	240,000	0		Materials & Services	0	240,000	240,000	240,000
0	40,613	700,000	63,750	620500	Equipment	0	700,000	700,000	700,000
416,032	558,364	1,019,154	410,098	620520	Systems	0	1,189,836	1,189,836	1,189,836
149,066	164,084	450,000	0	626400	Master Plan Improvements	0	450,000	450,000	450,000
565,098	763,062	2,169,154	473,849		Capital Outlay	0	2,339,836	2,339,836	2,339,836
0	0	0	0	608500	Loan Repayment	0	0	0	0
0	0	0	0		Debt Services	0	0	0	0
2,516,085	2,574,169	2,409,154	2,543,174		FUND REVENUE	0	2,579,836	2,579,836	2,579,836
604,222	763,062	2,409,154	473,849		FUND EXPENDITURES	0	2,579,836	2,579,836	2,579,836
1,911,862	1,811,107	0	2,069,325		FUND TOTAL	0	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works – Water Treatment Plant/Facilities

Purchase item: Exterior building paint

Cost of item: Approximately \$20,000

Budget line item: 012-120-600400

Replacement: yes

Ongoing Impact: Continue to maintain proper maintenance of the Water Treatment Plant and to remain visually appealing to the public.

Explanation of need for purchase:

The existing Water Treatment Plant was built in the 1930s and requires yearly maintenance to maintain its integrity and visual acceptance by the Public as well as governing state organizations that perform inspections at the Water Treatment Plant.

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works- Water Distribution

Purchase item: Cla – Valve Maintenance

Cost of item: \$ 21,000

Budget line item: 012-125-600420

Replacement: No

Ongoing Impact: To ensure accurate operation of pressure valves

Explanation of need for purchase:

These valves regulate the main line pressure in each of the different water pressure zones in the City. When proper maintenance is not performed, they can gather debris internally and “stick” in a position that can cause sever over pressuring of main lines as well as several water main ruptures at once.

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works

Purchase item: GIS mapping system update

Cost of item: \$75,000

Budget line item: 041-410-620520 (½ water \$37,500)
042-420-620520 (½ sewer \$37,500)

Replacement: It is an upgrade

Ongoing Impact: To improve the accuracy of the current water and sewer mapping system City wide

Explanation of need for purchase:

The City's mapping system for water and sewer is slightly more than 50 year old paper maps kept in the city shops that have years of penciled in changes, inaccurate valve locations, lines that may or may not exist. Several times over the past four years these inaccuracies have cost the City to pay additional costs due to the inaccuracies. This project will be conducted thru Civil West Engineering or another Engineering firm using global positioning system (GPS) for valve locations, water meter boxes and any other facilities that are in the system. This would be a multiyear project to update new projects and instill the as-built drawings onto our mapping system that can be read on a tablet and carried into the field which reduces trips to the office for information and reduce reaction time in emergency situations.

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works – Water Distribution

Purchase item: New water main- Meadow Lane

Cost of item: \$30,000

Budget line item: 041-410-620520

Replacement: No

Ongoing Impact: Provide efficient and necessary public services that protect and enhance the quality of life in Toledo

Explanation of need for purchase:

The City plans to acquire Meadow Lane from Lincoln County Property Management. In an effort to upgrade the roadway, the City needs to first place a water main in the Right-of-Way (ROW) to service four customers. This project is dependent on Lincoln County releasing the ROW to the City.

Capital Improvement Project Expenditure Detail Sheet

Department:	Public Works-Water Plant
Purchase item:	Millcreek Phase 2 HDPE 12" replacement project / costs
Cost of item:	\$400,000
Budget line item:	041-410-620-520
Replacement:	Yes
Ongoing Impact:	Maintain and improve public infrastructure and facilities is a City Council goal

Explanation of need for purchase:

This is a carryover project due to permit acquisitions required by state agencies.

The current Transmission line is A/C pipe was installed in the 1950s. It crosses wetlands, swamps, pastures, rivers and hard to access areas. The line is failing at an increasing rate and has suffered major failures since January 2022.

HDPE pipe is a type of flexible plastic pipe used for fluid transfer and is often used to replace aging concrete or steel mains pipelines. It is made from the thermoplastic HDPE, its high level of impermeability and strong molecular bond make it suitable for high pressure pipelines.

Installing a reliable water transmission line will provide raw water from Millcreek reservoir to the Water Treatment Plant to efficiently process for citizens of Toledo and outside customers.

Capital Improvement Project Expenditure Detail Sheet

Department:	Water Reserve fund – Distribution
Purchase item:	New Ammon Reservoir
Cost of item:	\$2.3 million
Budget line item:	041-410-620520
Replacement:	Yes
Ongoing Impact:	Maintain and improve public infrastructure and facilities is a City Council goal

Explanation of need for purchase:

Ammon Reservoir is in need of maintenance and rebuilding. It is past its useful life in the present condition. The roof of Ammon Reservoir was found seriously defective, the upper beams are distorted and in need of replacement. This has been reported in the last two budget years but the work was not performed due to situation with Seal Rock Water.

Peterson Structural engineering has provided 90% of drawings at a cost for roof replacement of \$770,000. Upgrades will have to be made to make the reservoir structurally compliant and the reservoir is in need of a paint job, which could cost approximately \$350,000. The total maintenance cost of \$1 million. Three years ago, an engineer estimated just over \$1 million for a new reservoir.

Catastrophic failure is a very real possibility under normal operating conditions and even greater risk with any form of earth movement.

This tank also serves Georgia Pacific & Cascade sawmill. Upgrading the reservoir would ensure the City supplies a reliable treated water storage facility for the City of Toledo that is a major contributor to the water hydraulics for customers.

Civil West Engineering is working to provide a current price to replace and update.

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works Water Distribution

Purchase item: Water line replacement- NE 10th Street & Main Street

Cost of item: Approximately \$550,000

Budget line item: 041-410-620520

Replacement: yes

Ongoing Impact: To provide reliable water service and upgrade the Fire protection on 10th Street

Explanation of need for purchase:

The existing 4" A/C water main is well past its life expectancy and has suffered many service line and main line ruptures in the past six years. There is a need to upgrade from 4" to 6" main line to accommodate new fire hydrants that the fire trucks can attach lines to and pump water from.

Capital Improvement Project Expenditure Detail Sheet

Department:	Public Works – Water Treatment Plant
Purchase item:	Generator
Cost of item:	\$550,000
Budget line item:	041-410-620500
Replacement:	Yes
Ongoing Impact:	Maintain facility operations under current equipment electrical load requirements.

Explanation of need for the purchase:

This is a possible carryover due to uncertain delivery date.

The City's Water Treatment plant is equipped with an emergency power backup generator that is in need of replacement.

The emergency back-up generator at the Water Treatment Plant was evaluated to determine whether it could reliably provide power for the increase in electrical load due to the larger Backwash and Surface Wash pumps, as well as other facility electrical additions since the generator was originally installed.

The main concerns with the existing generator are its rated output of 100KW/125KVA, Generator age and the motor inrush currents for completing a backwash cycle. Due to the Across-the-Line starters of the Backwash (40HP) and Surface Wash (60HP) motors, this results in a worst case scenario for the generator to provide enough power to overcome the inrush current of these motors.

It is recommended that the Generator system be replaced with a minimum of 150KVA unit to reliably provide emergency back-up power to maintain full facility operations under current facility equipment electrical load requirements.

Public Works – Wastewater Treatment Plant

The Wastewater Treatment Plant assures that Toledo's sanitary sewer wastewater is safely treated and returned to the environment as required by the department's National Pollutant Discharge Elimination System (NPDES) permit meeting all state and federal regulations. The existing Wastewater Treatment Plant contains headworks, aeration basins, clarifiers, digesters, sludge tank, and outfall lines.

2022-2023 accomplishments

- Rebuilt clarifier and rake arms
- Drain system rebuilt for tanks
- Installed Cure In Place Pipe liner in effluent line
- Helisieve replaced

2023-2024 Goals

- Continue to train employees for certifications
- Continue to provide safe wastewater treatment service for customers and in compliance with state/federal requirements. Maintain the integrity of a well-run operated treatment facility by maintaining the facility through maintenance and diligence
- Continue work on Inflow & Infiltration projects to reduce wet weather flows entering the Wastewater Treatment Plant

Department Narrative

The City of Toledo owns and maintains a wastewater conveyance system that collects, transmits, and treats sanitary wastewater from residential and commercial customers within the City's system. Today, according to the 2020 Census data, the City of Toledo wastewater system provides sanitary service to approximately 3,700 persons.



2022 – 2023 Highlights

0.730
Million gallons per day
average dry weather
flow

1.640
Million gallons per day
average wet weather
flow

3.243
Million gallons per day
peak flow observed in
2022

Public Works – Wastewater Collections

The Public Works Department assures that the City of Toledo sanitary sewer wastewater is safely collected, treated, and returned to the environment as required by the departments National Pollutant Discharge Elimination System (NPDES) permit meeting all state and federal regulations.

2022-2023 accomplishments

- Assists with many of the repairs/ maintenance of the wastewater collections system
- Maintained five sewer lift stations
- Several manholes were repaired and main line segments relined.
- 30 manholes lined
- 2092' of CIPP liner installed

2023-2024 Goals

- Continue work on Inflow & Infiltration projects
- Continue lift station maintenance
- Continue to train employees for certifications

Department Narrative

The City of Toledo owns and maintains a wastewater conveyance system that collects, transmits, and treats sanitary wastewater from residential and commercial customers within the City's system. According to the 2020 Census data, the City of Toledo wastewater system provides sanitary service to approximately 3,700 persons.



2022 – 2023 Highlights

3,700
Persons receive
sanitary service

30
Manholes repaired

.39
Miles of Mainline
Repaired

5
Lift stations

121,638
Linear feet
of sewer collection lines

2020-2021	2021-2022	2022-2023	2022-2023	Account			2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
SEWER FUND									
013-000 Revenues									
306,401	272,000	619,634	623,827	400100	Beginning Fund Balance	0	512,877	512,877	512,877
2,453	2,017	1,800	11,173	400400	Interest	0	10,500	10,500	10,500
2,479	3,647	4,000	4,000	402700	Refunds & Misc	0	2,000	2,000	2,000
200	50	300	200	402720	Public Works Inspection Fee	0	200	200	200
1,173,400	1,519,988	1,500,000	1,688,298	404400	Sewer Charges	0	1,680,000	1,680,000	1,680,000
450	130	0	200	404500	Sewer Connection Fees	0	200	200	200
0	0	0	0	405250	Grants	0	0	0	0
1,485,383	1,797,832	2,125,734	2,327,698		REVENUE TOTAL	0	2,205,777	2,205,777	2,205,777

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
SEWER FUND									
Expenditures									
013-130 Sewer Plant									
1,039	1,165	1,204	822	500010	City Manager	0.01	1,256	1,256	1,256
0	0	4,520	1,851	500015	Asst. City Manager/HR Assist	0.05	4,623	4,623	4,623
13,543	14,168	15,447	14,894	500016	Public Works Director	0.15	16,115	16,115	16,115
0	0	0	0	500018	Finance Director	0.04	3,370	3,370	3,370
2,233	2,604	2,873	2,720	500020	Accounting Supervisor	0.00	0	0	0
2,782	5,546	8,588	8,181	500024	Information Systems Admin	0.10	8,876	8,876	8,876
681	739	777	757	500028	City Recorder	0.01	803	803	803
0	62,117	67,956	65,668	500030	Lead/Senior Facility Ops	1.00	73,855	73,855	73,855
111,191	54,939	59,645	57,188	500038	Facility Ops	1.00	66,760	66,760	66,760
21,501	18,757	26,770	24,197	500048	Facility Operator Trainee	0.50	26,149	26,149	26,149
1,791	1,374	4,901	3,580	500053	Accounting Clerk 3	0.10	5,777	5,777	5,777
7,932	8,896	6,944	4,655	500066	Utility Billing Clerk 1	0.15	7,357	7,357	7,357
0	0	5,568	5,303	500082	City Planner	0.05	5,756	5,756	5,756
2,338	2,494	2,749	2,505	500084	Assistant Planner	0.05	2,733	2,733	2,733
18,375	18,985	25,000	21,363	501400	Call Time	0.00	25,000	25,000	25,000
5,996	6,255	14,000	8,787	501500	Overtime	0.00	14,000	14,000	14,000
14,057	15,056	17,500	16,746	504700	Social Security	0.00	18,000	18,000	18,000
49,121	53,175	52,500	55,065	504800	Health Insurance	0.00	64,869	64,869	64,869
3,831	8,334	8,500	4,800	504900	Workers' Comp	0.00	8,500	8,500	8,500
24,619	27,449	28,500	31,578	505000	Retirement	0.00	34,694	34,694	34,694
281,030	302,054	353,942	330,660		Personnel Services	3.21	388,493	388,493	388,493
219	135	500	250	600100	Office Supplies	0.00	500	500	500
4,026	5,366	7,000	7,000	600150	Data Processing Support	0.00	8,000	8,000	8,000
34,354	36,389	48,000	38,000	600210	Electricity	0.00	48,000	48,000	48,000
2,051	2,745	3,500	2,100	600220	Communication Services	0.00	3,000	3,000	3,000
0	0	2,500	0	600250	Alarms	0.00	2,500	2,500	2,500
5,421	8,485	20,000	15,000	600300	Equipment Maint & Repair	0.00	20,000	20,000	20,000
135	0	500	250	600350	Vehicle Maint & Repair	0.00	500	500	500
6,693	2,709	5,000	4,000	600400	Facility Needs	0.00	5,000	5,000	5,000
27,415	8,247	67,000	40,904	600420	Systems Repair	0.00	67,000	67,000	67,000
4,608	1,459	1,500	2,050	600600	Travel & Training	0.00	3,000	3,000	3,000
839	1,428	1,500	564	600700	Membership & Subscription	0.00	1,500	1,500	1,500
3,936	1,334	3,000	2,518	601500	Gas, Oil & Tires	0.00	3,000	3,000	3,000
42,982	44,380	52,000	49,907	601700	Insurance	0.00	52,000	52,000	52,000
2,792	1,596	10,000	4,000	607500	Special Purchases	0.00	10,000	10,000	10,000
42,389	51,132	55,000	56,435	608000	Supplies	0.00	77,000	77,000	77,000
21,710	21,137	32,000	10,877	608100	Contract & Other Services	0.00	32,000	32,000	32,000
199,571	186,542	309,000	233,855		Materials & Services	0.00	333,000	333,000	333,000
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0.00	0	0	0
50,000	50,000	50,000	50,000	631900	Transfer to Sewer Reserve	0.00	50,000	50,000	50,000
0	0	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
62,500	62,500	62,500	62,500		Transfers	0.00	62,500	62,500	62,500
0	0	0	0	640100	Contingency	0.00	0	0	0
0	0	0	0		Contingency	0.00	0	0	0
0	0	0	0	702000	Revenue Bond Repayment Princ.	0.00	0	0	0
0	0	0	0		Debt Services	0.00	0	0	0

543,101	551,096	725,442	627,015	SEWER PLANT EXPENSE TOTAL	3.21	783,993	783,993	783,993
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2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
					SEWER FUND				
					Expenditures				
					013-135 Sewer Collection				
1,039	1,165	1,204	1,097	500010	City Manager	0.01	1,256	1,256	1,256
0	0	4,520	1,851	500015	Asst. City Manager/HR Assist	0.05	4,623	4,623	4,623
13,543	14,168	15,447	14,894	500016	Public Works Director	0.15	16,115	16,115	16,115
0	0	0	0	500018	Finance Director	0.04	3,370	3,370	3,370
2,233	2,604	2,873	2,720	500020	Accounting Supervisor	0.00	0	0	0
2,782	5,546	8,588	8,181	500024	Information Systems Admin	0.10	8,876	8,876	8,876
14,311	19,292	20,984	20,215	500026	Public Works Op Supervisor	0.30	24,017	24,017	24,017
681	739	777	759	500028	City Recorder	0.01	803	803	803
19,193	20,269	21,429	3,650	500030	Lead/Senior Facility Ops	0.30	19,688	19,688	19,688
0	0	0	0	500044	Maintenance Worker 4	0.30	20,362	20,362	20,362
15,429	10,488	13,499	12,343	500045	Maint Worker 4B/Maint Tech	0.25	14,372	14,372	14,372
17,840	18,144	18,898	12,701	500046	Maint Worker 4A/Equip Op	0.35	23,251	23,251	23,251
1,791	1,374	4,901	3,580	500053	Accounting Clerk 3	0.10	5,777	5,777	5,777
26,125	28,963	29,593	30,055	500054	Maint/Clerical Worker 3	0.00	0	0	0
27,822	22,473	25,970	37,268	500057	Maintenance Worker 2	0.50	28,485	28,485	28,485
11,898	9,088	11,573	11,091	500066	Utility Billing Clerk 1	0.25	12,262	12,262	12,262
0	0	5,568	5,303	500082	City Planner	0.05	5,756	5,756	5,756
5,066	5,404	5,740	5,429	500084	Assistant Planner	0.10	5,921	5,921	5,921
6,029	5,868	6,500	6,555	501400	Call Time	0.00	8,000	8,000	8,000
1,262	2,379	3,000	4,594	501500	Overtime	0.00	6,000	6,000	6,000
11,411	12,063	13,445	13,224	504700	Social Security	0.00	14,000	14,000	14,000
41,855	42,952	49,377	44,078	504800	Health Insurance	0.00	51,832	51,832	51,832
2,235	3,500	8,775	769	504900	Workers' Comp	0.00	7,000	7,000	7,000
19,930	23,963	27,950	26,163	505000	Retirement	0.00	32,443	32,443	32,443
242,476	250,442	300,611	266,520		Personnel Services	2.86	314,209	314,209	314,209
4,599	4,208	4,700	4,401	600100	Office Supplies	0.00	5,000	5,000	5,000
5,474	6,865	8,500	7,610	600150	Data Processing Support	0.00	8,500	8,500	8,500
30,346	33,217	36,000	31,700	600210	Electricity	0.00	36,000	36,000	36,000
1,157	1,228	3,000	726	600220	Communication Services	0.00	3,000	3,000	3,000
4,799	5,450	5,500	5,813	600250	Alarms	0.00	6,000	6,000	6,000
7,919	7,413	16,000	9,216	600300	Equipment Maint & Repair	0.00	16,000	16,000	16,000
146	558	4,000	1,913	600350	Vehicle Maint & Repair	0.00	4,000	4,000	4,000
373	5,011	4,500	1,140	600400	Building Repair	0.00	4,500	4,500	4,500
17,287	36,899	40,000	10,966	600420	Systems Repair	0.00	40,000	40,000	40,000
1,668	608	2,000	3,693	600600	Travel & Training	0.00	5,000	5,000	5,000
240	278	600	0	600700	Membership & Subscription	0.00	500	500	500
6,703	12,394	15,000	4,712	601500	Gas, Oil & Tires	0.00	15,000	15,000	15,000
4,943	7,195	8,418	10,941	601700	Insurance	0.00	15,000	15,000	15,000
17,517	5,666	20,000	6,783	607500	Special Purchases	0.00	20,000	20,000	20,000
9,289	6,089	10,000	4,377	608000	Supplies	0.00	10,000	10,000	10,000
16,023	17,906	17,000	17,298	608100	Contract & Other Services	0.00	18,000	18,000	18,000
128,482	150,986	195,218	121,289		Materials & Services	0.00	206,500	206,500	206,500
0	0	0	0	620500	Equipment	0.00	8,000	8,000	8,000
0	0	0	0		Capital Outlay	0.00	8,000	8,000	8,000
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0.00	0	0	0
139,743	45,028	611,895	611,895	631900	Transfer to Sewer Reserve	0.00	504,433	504,433	504,433
152,243	57,528	624,395	624,395		Transfers	0.00	516,933	516,933	516,933

0	0	100,000	0	640100	Contingency	0.00	200,000	200,000	200,000
0	0	100,000	0		Contingency	0.00	200,000	200,000	200,000
91,000	93,600	97,500	97,500	702000	DEQ Loan Repayment-Principal	0.00	101,400	101,400	101,400
56,082	53,352	49,068	49,068	702500	Rev Bond 2016 - Interest/Fees	0.00	45,708	45,708	45,708
0	0	33,500	29,034	703000	W/WW Loan 2019 - Principal	0.00	13,158	13,158	13,158
0	17,000	0	0	703500	W/WW Loan 2019 Int & Fees	0.00	15,876	15,876	15,876
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
147,082	163,952	180,068	175,602		Debt Services	0.00	176,142	176,142	176,142
670,283	622,908	1,400,292	1,187,806		SEWER COLLECTION EXPENSE TOTAL	2.86	1,421,784	1,421,784	1,421,784
1,485,383	1,797,832	2,125,734	2,327,698		FUND REVENUE		2,205,777	2,205,777	2,205,777
1,213,384	1,174,005	2,125,734	1,814,821		FUND EXPENDITURES		2,205,777	2,205,777	2,205,777
272,000	623,827	0	512,877		FUND TOTAL	6.07	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
SEWER RESERVE FUND									
042-000 Revenue									
141,170	169,087	57,884	78,540	400100	Beginning Fund Balance	0	867,676	867,676	867,676
1,121	926	1,100	5,342	400400	Interest	0	3,500	3,500	3,500
189,743	95,028	661,895	661,895	400500	Transfer from Sewer Fund	0	554,433	554,433	554,433
0	0	0	0	401120	Transfer for Sewer Loan Pmt	0	0	0	0
0	0	418,000	418,000	405385	Transfer from Grants Fund	0	0	0	0
0	0	0		402700	Refunds & Misc	0	0	0	0
0	205,655	144,345	55,731	405400	Loan Proceeds	0	0	0	0
332,034	470,696	1,283,224	1,219,508		Revenue Total	0	1,425,609	1,425,609	1,425,609
042-420 Expenditures									
64,510	26,500	200,000	0	600420	Systems Repair	0	200,000	200,000	200,000
8,051	0	20,000	0	608100	Contract & Other Services	0	40,000	40,000	40,000
0	225,784	0	11,217	608400	DEQ Loan Expenditures	0	0	0	0
72,562	252,284	220,000	11,217		Materials & Services	0	240,000	240,000	240,000
0	0	0	0	608500	Loan Repayment	0	0	0	0
0	0	200,000	17,000	620500	Equipment	0	200,000	200,000	200,000
0	0	363,224	138,363	620520	Systems	0	485,609	485,609	485,609
90,385	139,872	500,000	185,252	620550	I & I Improvement	0	500,000	500,000	500,000
90,385	139,872	1,063,224	340,615		Capital Outlay	0	1,185,609	1,185,609	1,185,609
0	0	0	0	702100	Revenue Bond Repayment	0	0	0	0
0	0	0	0	702200	DEQ Loan Repayment	0	0	0	0
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
0	0	0	0		Debt Services	0	0	0	0
332,034	470,696	1,283,224	1,219,508		FUND REVENUE	0	1,425,609	1,425,609	1,425,609
162,947	392,157	1,283,224	351,832		FUND EXPENDITURES	0	1,425,609	1,425,609	1,425,609
169,087	78,540	0	867,676		FUND TOTAL	0	0	0	0

Capital Improvement Project Expenditure Detail Sheet

Department: Public Works – Wastewater Collection

Purchase item: Cure In Place Procedure liner and manhole rehabs, projects as listed in 2011 Inflow & Infiltration Study

Cost of item: \$400,000

Budget line item: 042-420-620550

Replacement: No

Ongoing Impact:

Explanation of need for purchase:

Summary from a Capital Improvement Plan. A total combination of all the projects recommended in the 2011 study resulted in a priority list. It is not feasible for any public utility operator to complete all of their needed improvements immediately following an analysis.

There are 31 manholes chosen for this project. Manhole re-habs consist of a contractor to clean, prepare structures & seal any existing leaks, repair bases/rebuild channels as needed. Then line the entire manhole with a mainstay composite liner (spray in), reseal all chimney sweeps, (top portion of manhole) and submit completion reports for each manhole.

The Inflow & Infiltration (I&I) plan lists seven of the projects that are in the need of Cure In Place Procedure (CIPP). This is a specialized procedure where resin is soaked and cured, which creates a liner inside the main line.

The City has addressed I&I problems in the past by upsizing facilities to handle the high flows.

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
CC STRATEGIC RESERVE									
020-000 Revenue									
42,065	70,149	70,384	70,425	400100	Beginning Fund Balance	0	468,701	468,701	468,701
334	276	350	1,595	400400	Interest	0	1,500	1,500	1,500
40,000	0	145,000	145,000	401000	Transfer from General Fund	0	0	0	0
27,750	0	0	257,681	402700	Refunds & Misc	0	260,000	260,000	260,000
0	0	0	0	405400	Loan Repayment	0	0	0	0
110,149	70,425	215,734	474,701		Revenue Total	0	730,201	730,201	730,201
020-200 Expenditures									
0	0	50,000	0	606000	Business Loans	0	50,000	50,000	50,000
0	0	95,000	0	606050	New Housing Subsidy	0	95,000	95,000	95,000
40,000	0	55,734	6,000	607500	Special Purchases	0	60,000	60,000	60,000
0	0	15,000	0	608100	Contract & Other Services	0	30,000	30,000	30,000
40,000	0	215,734	6,000		Materials & Services	0	235,000	235,000	235,000
0	0	0	0	628200	Public Improvements	0	200,201	200,201	200,201
0	0	0	0		Capital Outlay	0	200,201	200,201	200,201
0	0	0	0	630300	Transfer to General Fund		200,000	200,000	200,000
0	0	0	0	630305	Transfer to SDC Fund		95,000	95,000	95,000
0	0	0	0		Transfers		295,000	295,000	295,000
110,149	70,425	215,734	474,701		FUND REVENUE	0	730,201	730,201	730,201
40,000	0	215,734	6,000		FUND EXPENDITURES	0	730,201	730,201	730,201
70,149	70,425	0	468,701		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
DEBT SERVICE FUND									
025-000 Revenue									
26,894	25,746	27,280	25,746	400100	Beginning Fund Balance	0	22,518	22,518	22,518
166,374	167,653	174,400	170,500	400200	Current Taxes	0	150,000	150,000	150,000
4,392	5,581	4,000	3,477	400300	Delinquent Taxes	0	3,182	3,182	3,182
276	218	200	1,195	400400	Interest	0	1,100	1,100	1,100
197,937	199,197	205,880	200,918		Revenue Total	0	176,800	176,800	176,800
025-250 Expenditures									
150,000	155,000	165,000	165,000	701000	2005 GO Principal	0	170,000	170,000	170,000
22,600	19,600	13,400	13,400	711000	2005 GO Interest	0	6,800	6,800	6,800
172,600	174,600	178,400	178,400		Debt Services	0	176,800	176,800	176,800
0	0	27,480	0	801000	Unappropriated Surplus	0	0	0	0
0	0	27,480	0			0	0	0	0
197,937	199,197	205,880	200,918		FUND REVENUE	0	176,800	176,800	176,800
172,600	174,600	205,880	178,400		FUND EXPENDITURES	0	176,800	176,800	176,800
25,337	24,597	0	22,518		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
FORFEITURE REVENUE FUND									
026-000 Revenue									
4,348	4,369	0	0	400100	Beginning Fund Balance	0	0	0	0
34	21	0	0	400400	Interest	0	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	0	0	406260	Local Forfeiture Revenue	0	0	0	0
4,382	4,390	0	0		Revenue Total	0	0	0	0
026-260 Expenditures									
0	0	0	0	606260	Local Forfeiture Revenue	0	0	0	0
0	0	0	0			0	0	0	0
4,382	4,390	0	0		FUND REVENUE	0	0	0	0
0	0	0	0		FUND EXPENDITURES	0	0	0	0
4,382	4,390	0	0		FUND TOTAL	0	0	0	0

2020-2021	2021-2022	2022-2023	2022-2023	Account			2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
REVOLVING LOAN FUND									
030-000 Revenue									
61,664	62,153	62,488	62,558	400100	Beginning Fund Balance	0	64,903	64,903	64,903
490	405	400	2,345	400400	Interest	0	2,500	2,500	2,500
0	0	0	0	405400	Loan Repayment	0	0	0	0
62,153	62,558	62,888	64,903		Revenue Total	0	67,403	67,403	67,403
030-300 Expenditures									
0	0	62,888	0	608100	Contract Services	0	67,403	67,403	67,403
0	0	62,888	0		Materials & Services	0	67,403	67,403	67,403
62,153	62,558	62,888	64,903		FUND REVENUE	0	67,403	67,403	67,403
0	0	62,888	0		FUND EXPENDITURES	0	67,403	67,403	67,403
62,153	62,558	0	64,903		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
SOLID WASTE FUND									
031-000 Revenue									
196,255	199,179	198,886	197,351	400100	Beginning Fund Balance	0	195,428	195,428	195,428
1,559	1,288	1,200	7,459	400400	Interest	0	7,500	7,500	7,500
7,891	2,017	2,000	1,509	403950	User Fees	0	2,000	2,000	2,000
205,705	202,483	202,086	206,318		Revenue Total	0	204,928	204,928	204,928
031-310 Expenditures									
6,526	5,132	202,086	10,890	608100	Contract & Other Services	0	204,928	204,928	204,928
6,526	5,132	202,086	10,890		Materials & Services	0	204,928	204,928	204,928
205,705	202,483	202,086	206,318		FUND REVENUE	0	204,928	204,928	204,928
6,526	5,132	202,086	10,890		FUND EXPENDITURES	0	204,928	204,928	204,928
199,179	197,351	0	195,428		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
FOOTPATHS & BICYCLE TRAILS FUND									
050-000 Revenue									
26,150	28,881	32,025	31,899	400100	Beginning Fund Balance	0	35,696	35,696	35,696
208	172	200	992	400400	Interest	0	1,000	1,000	1,000
2,523	2,847	3,500	2,805	402400	Oregon State Highway Tax	0	2,850	2,850	2,850
0	0	0	0	402700	Refunds & Misc	0	0	0	0
28,881	31,899	35,725	35,696		Revenue Total	0	39,546	39,546	39,546
050-500 Expenditures									
0	0	35,725	0	620520	Systems	0	39,546	39,546	39,546
0	0	35,725	0		Capital Outlay	0	39,546	39,546	39,546
28,881	31,899	35,725	35,696		FUND REVENUE	0	39,546	39,546	39,546
0	0	35,725	0		FUND EXPENDITURES	0	39,546	39,546	39,546
28,881	31,899	0	35,696		FUND TOTAL	0	0	0	0

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					SYSTEMS DEVELOPMENT FUND				
					060-000 Revenue				
576,399	652,539	822,650	762,130	400100	Beginning Fund Balance	0	791,183	791,183	791,183
4,578	3,782	4,000	21,361	400400	Interest	0	14,000	14,000	14,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
38,974	65,662	15,000	6,226	405000	Water SDCs	0	15,000	15,000	15,000
23,167	27,161	15,000	7,909	405025	Wastewater SDCs	0	15,000	15,000	15,000
4,529	4,873	2,000	1,291	405050	Storm Drainage SDCs	0	2,000	2,000	2,000
4,891	8,114	2,000	1,335	405075	Transportation SDCs	0	2,000	2,000	2,000
0	0	0	0	405386	Transfer from C/C Strategic	0	95,000	95,000	95,000
652,539	762,130	860,650	800,253		Revenue Total	0	934,183	934,183	934,183
					060-600 Expenditures				
0	0	542,200	509	620600	Water Systems	0	596,691	596,691	596,691
0	0	227,500	8,561	620610	Wastewater Systems	0	240,592	240,592	240,592
0	0	38,000	0	620620	Storm Drain Systems	0	41,000	41,000	41,000
0	0	52,950	0	620630	Transportation Systems	0	55,900	55,900	55,900
0	0	860,650	9,069		Capital Outlay	0	934,183	934,183	934,183
652,539	762,130	860,650	800,253		FUND REVENUE	0	934,183	934,183	934,183
0	0	860,650	9,069		FUND EXPENDITURES	0	934,183	934,183	934,183
652,539	762,130	0	791,183		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
GRANTS FUND									
065-000 Revenue									
98,527	152,968	512,568	544,967	400100	Beginning Fund Balance	0	499,280	499,280	499,280
783	646	650	3,672	400400	Interest	0	2,500	2,500	2,500
0	0	325,000	325,000	401000	Transfer from General Fund	0	0	0	0
20	1,100	0	7,180	402700	Refunds & Misc	0	0	0	0
106,277	59,986	1,350,000	18,000	405250	Grants	0	90,000	90,000	90,000
0	10,000	15,000	0	405270	Planning Grants	0	0	0	0
0	404,466	404,466	404,693	405280	American Rescue Plan	0	0	0	0
0	0	0	0	405330	Explorer Program	0	0	0	0
205,607	629,166	2,607,684	1,303,512		Revenue Total	0	591,780	591,780	591,780
065-650 Expenditures									
571	4,834	49,659	900	605250	Grants	0	50,000	50,000	50,000
6,099	69,696	65,932	50,000	605260	Main St Program	0	40,000	40,000	40,000
0	0	75,000	0	605270	Planning Grants	0	75,000	75,000	75,000
0	0	0	0	605280	American Rescue Plan Expenses	0	0	0	0
0	0	0	0	605330	Explorer Program	0	0	0	0
6,670	74,530	190,591	50,900		Materials & Services	0	165,000	165,000	165,000
45,969	0	0	0	605380	Electric Vehicle Charging	0	0	0	0
0	0	0	0	625250	Grants	0	0	0	0
0	0	1,625,000	0	625340	ODOT Grants	0	388,780	388,780	388,780
0	0	38,000	0	625350	Petroleum Trust	0	38,000	38,000	38,000
0	9,668	21,093	20,332	625370	Drinking Water Source Protect	0	0	0	0
45,969	9,668	1,684,093	20,332		Capital Outlay	0	426,780	426,780	426,780
0	0	240,000	240,000	630300	Transfer to General Fund	0	0	0	0
0	0	418,000	418,000	631900	Transfer to Sewer Reserve	0	0	0	0
0	0	75,000	75,000	631960	Trans to Bldg & Property Res	0	0	0	0
0	0	733,000	733,000		Transfers	0	0	0	0
205,607	629,166	2,607,684	1,303,512		FUND REVENUE	0	591,780	591,780	591,780
52,639	84,199	2,607,684	804,232		FUND EXPENDITURES	0	591,780	591,780	591,780
152,968	544,967	0	499,280		FUND TOTAL	0	0	0	0

2020-2021 Actuals	2021-2022 Actuals	2022-2023 Adopted	2022-2023 Est Actuals	Account Number	Description	2023-2024 FTE	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
STABILIZATION FUND									
075-000 Revenue									
470,688	483,781	484,561	484,419	400100	Beginning Fund Balance	0	499,194	499,194	499,194
3,739	3,088	3,000	17,809	400400	Interest	0	14,000	14,000	14,000
0	0	0	0	400500	Transfer from Sewer	0	0	0	0
0	0	0	0	400600	Transfer from Water	0	0	0	0
0	0	0	0	401000	Transfer from General Fund	0	0	0	0
0	0	0	0	401170	Transfer from Public Works	0	0	0	0
12,213	0	10,000	0	402700	Refunds & Misc	0	10,000	10,000	10,000
0	0	0	0	405400	Loan Proceeds	0	0	0	0
486,640	486,869	497,561	502,228		Revenue Total	0	523,194	523,194	523,194
075-750 Expenditures									
2,859	2,450	3,500	3,034	608500	Employee Appreciation	0	3,500	3,500	3,500
0	0	244,061	0	608600	Retirement Expenses	0	269,694	269,694	269,694
0	0	50,000	0	608700	Insurance Expenses	0	50,000	50,000	50,000
0	0	200,000	0	608800	Revenue Stabilization	0	200,000	200,000	200,000
2,859	2,450	497,561	3,034		Materials & Services	0	523,194	523,194	523,194
0	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630700	Transfer to Sewer Fund	0	0	0	0
0	0	0	0		Transfers	0	0	0	0
486,640	486,869	497,561	502,228		FUND REVENUE	0	523,194	523,194	523,194
2,859	2,450	497,561	3,034		FUND EXPENDITURES	0	523,194	523,194	523,194
483,781	484,419	0	499,194		FUND TOTAL	0	0	0	0

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					PUBLIC SAFETY BUILDING			
					REMODEL FUND			
				080-000	Revenue			
0	0	0	0	400100	Beginning Fund Balance	0	0	0
0	0	0	0	400400	Interest	0	0	0
0	0	2,007,132	0	405250	Seismic Grant	0	0	0
0	0	0	0	405400	Proceeds from Loan	0	0	0
0	0	0	0	405500	Trans from Bldg/Prop Reserve	0	400,000	400,000
0	0	0	0	405390	Trans from URA	0	340,000	340,000
0	0	2,007,132	0		Revenue Total	0	740,000	740,000
				080-850	Expenditures			
0	0	0	0	620500	Equipment	0	0	0
0	0	1,694,019	0	620560	Construction Costs	0	670,000	670,000
0	0	313,113	0	620570	Contracts & Services	0	70,000	70,000
0	0	2,007,132	0		Capital Outlay	0	740,000	740,000
0	0	2,007,132	0		FUND REVENUE	0	740,000	740,000
0	0	2,007,132	0		FUND EXPENDITURES	0	740,000	740,000
0	0	0	0		FUND TOTAL	0	0	0

2020-2021	2021-2022	2022-2023	2022-2023	Account		2023-2024	2023-2024	2023-2024
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
WATER CONSTRUCTION FUND								
085-000 Revenue								
54,471	0	0	0	400100	Beginning Fund Balance	0	0	0
1,549	1,035	0	0	400400	Interest	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0
0	0	0	0	404000	Seal Rock Payment	0	0	0
56,020	1,035	0	0		Revenue Total	0	0	0
085-850 Expenditures								
56,020	0	0	0	620520	Systems	0	0	0
56,020	0	0	0		Capital Outlay	0	0	0
0	1,035	0	0	630600	Transfer to Water	0	0	0
0	1,035	0	0		Transfers	0	0	0
56,020	1,035	0	0		FUND REVENUE	0	0	0
56,020	1,035	0	0		FUND EXPENDITURES	0	0	0
0	0	0	0		FUND TOTAL	0	0	0

1,357,342	1,016,852	3,591,921	1,403,176
3,820,265	3,528,600	3,591,921	3,886,497
1,357,342	1,016,852	3,591,921	1,403,176
2,462,924	2,511,749	0	2,483,321

TOTAL EXPENDITURES

FUND REVENUE

FUND EXPENDITURES

FUND TOTAL

4.03	3,522,021	3,522,021	3,522,021
	3,522,021	3,522,021	3,522,021
	3,522,021	3,522,021	3,522,021
4.03	0	0	0